

**ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
BOARD OF SUPERVISORS	1-1-1	3,812,528	-	3,812,528
LEGISLATION	1-1-6	474,914	-	474,914
CLERK OF THE BOARD	1-2-1	831,849	62,500	769,349
COUNTY ADMINISTRATIVE OFFICE:				
COUNTY ADMINISTRATIVE OFFICE	1-3-1	3,498,747	-	3,498,747
LITIGATION	1-3-6	400,000	-	400,000
JOINT POWER LEASES	1-3-10	20,467,787	-	20,467,787
COUNTY COUNSEL	1-4-1	7,102,029	3,777,460	3,324,569
HUMAN RESOURCES:				
HUMAN RESOURCES	1-5-1	8,460,832	3,103,566	5,357,266
EMP HEALTH & WELLNESS	1-5-10	30,000	30,000	-
UNEMPLOYMENT INSURANCE	1-5-14	2,700,000	-	2,700,000
INFORMATION SERVICES:				
APPLICATION DEVELOPMENT	1-6-1	10,208,475	4,480,501	5,727,974
EMERGING TECHNOLOGIES	1-6-7	1,755,861	274,900	1,480,961
LOCAL AGENCY FORMATION COMMISSION	1-7-1	173,400	-	173,400
COUNTY SCHOOLS	1-8-1	2,850,040	-	2,850,040
SUPERINTENDENT OF SCHOOLS	1-9-1	-	-	-
 TOTAL GENERAL FUND		<u>62,766,462</u>	<u>11,728,927</u>	<u>51,037,535</u>
<u>SPECIAL REVENUE FUNDS</u>				
		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
COUNTY ADMINISTRATIVE OFFICE:				
MASTER SETTLEMENT AGREEMENT	1-3-19	27,394,775	17,876,000	9,518,775
FEDERAL FOREST RESERVE	1-3-15	65,661	65,050	611
HUMAN RESOURCES:				
COMMUTER SERVICES	1-5-17	589,237	301,000	288,237
EMPLOYEE BENEFITS & SERVICES	1-5-21	2,780,863	2,072,000	708,863
 TOTAL SPECIAL REVENUE FUNDS		<u>30,830,536</u>	<u>20,314,050</u>	<u>10,516,486</u>
<u>INTERNAL SERVICES FUNDS</u>				
		<u>Operating Expense</u>	<u>Revenue</u>	<u>Revenue Over (Under) Exp</u>
HUMAN RESOURCES:				
RISK MANAGEMENT	1-5-25	4,614,219	4,614,219	-
INSURANCE PROGRAMS	1-5-32	47,652,314	49,002,994	1,350,680
INFORMATION SERVICES:				
COMPUTER OPERATIONS	1-6-14	19,943,189	15,981,129	(3,962,060)
NETWORK SERVICES	1-6-20	17,499,757	17,499,757	-
 TOTAL INTERNAL SERVICE FUNDS		<u>89,709,479</u>	<u>87,098,099</u>	<u>(2,611,380)</u>
<u>ENTERPRISE FUNDS</u>				
COUNTY ADMINISTRATIVE OFFICE:				
MEDICAL CENTER LEASE PAYMENTS	1-3-23	53,158,112	53,158,112	-

OVERVIEW OF BUDGET

DEPARTMENT: BOARD OF SUPERVISORS
BUDGET UNIT: AAA BDF

I. GENERAL PROGRAM STATEMENT

The Board of Supervisors is the governing body of the county government and Board-governed special districts. It establishes policy and exercises supervision over the official conduct of all county officers, Board-governed districts and special commissions. The Board approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Appropriation	4,017,618	4,237,112	4,169,803	3,812,528
Local Cost	4,017,618	4,237,112	4,169,803	3,812,528
 Budgeted Staffing		39.8		39.5

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the reduction of 1.6 budgeted positions. One Project Coordinator and 0.6 Field Representative were eliminated in the department's 4% Spend Down Plan.

In 2002-03, voters in the Second District elected a new supervisor, Paul Biane. Supervisor Biane has restructured the Second District's staff deleting 1.0 Executive Secretary III and 1.0 Field Representative. These deletions were offset by the addition of 1.0 Executive Secretary I, 1.0 Executive Analyst, 0.8 Special Projects Coordinator, and 0.8 Public Service Employee. Other districts made minor changes resulting in a net decrease of 0.3 budgeted staffing.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
 Total Vacant	2.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors
FUND: General AAA BDF

FUNCTION: General
ACTIVITY: Legislative and Administration

BOARD OF SUPERVISORS

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,508,829	3,615,514	146,806	-	3,762,320
Services and Supplies	561,868	511,482	(58,328)	-	453,154
Central Computer	34,960	34,960	(12,241)	-	22,719
Transfers	<u>70,773</u>	<u>75,156</u>	<u>(821)</u>	<u>-</u>	<u>74,335</u>
Total Exp Authority	4,176,430	4,237,112	75,416	-	4,312,528
Reimbursements	<u>(6,627)</u>	<u>-</u>	<u>(500,000)</u>	<u>-</u>	<u>(500,000)</u>
Total Appropriation	4,169,803	4,237,112	(424,584)	-	3,812,528
Local Cost	4,169,803	4,237,112	(424,584)	-	3,812,528
Budgeted Staffing		39.8	(1.6)	-	38.2

GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors
FUND: General AAA BDF

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant Restoration	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)		Budget
<u>Appropriation</u>							
Salaries and Benefits	3,762,320	10,916	3,773,236	-	3,773,236	-	3,773,236
Services and Supplies	453,154	145,056	598,210	-	598,210	-	598,210
Central Computer	22,719	-	22,719	-	22,719	-	22,719
Transfers	<u>74,335</u>	<u>3,263</u>	<u>77,598</u>	-	<u>77,598</u>	-	<u>77,598</u>
Total Exp Authority	4,312,528	159,235	4,471,763	-	4,471,763	-	4,471,763
Reimbursements	<u>(500,000)</u>	<u>(159,235)</u>	<u>(659,235)</u>	-	<u>(659,235)</u>	-	<u>(659,235)</u>
Total Appropriation	3,812,528	-	3,812,528	-	3,812,528	-	3,812,528
Local Cost	3,812,528	-	3,812,528	-	3,812,528	-	3,812,528
Budgeted Staffing	38.2	1.3	39.5		39.5		39.5

BOARD OF SUPERVISORS

Base Year Adjustments

Salaries and Benefits	(110,866)	4% Spend Down Plan - delete 1.0 Project coordinator and 0.6 Field Representative.
	73,977	MOU.
	168,969	Retirement.
	14,726	Risk Management Worker's Comp.
	<u>146,806</u>	
Services and Supplies	(7,195)	4% Spend Down Plan - decrease in maintenance agreements.
	(51,423)	4% Spend Down Plan - decrease in office expense.
	290	Risk Management Liabilities.
	<u>(58,328)</u>	
Central Computer	<u>(12,241)</u>	
Transfers	<u>(821)</u>	Incremental Change in EHAP.
Total Expenditure Authority	<u>75,416</u>	
Reimbursements	<u>(500,000)</u>	30% Cost Reduction Plan.
Total Appropriation	<u>(424,584)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	57,292	Net increase of 1.6 to the Second District consisting of a decrease of 1.0 Executive Secretary III and 1.0 Field Representative offset by the addition of 1.0 Executive Secretary I, 1.0 Executive Analyst, 0.8 Special Projects Coordinator and 0.8 Public Service Employee.
	(24,705)	Net decrease of 0.3 for the remaining districts consisting of a decrease of 1.5 Field Representative and 0.6 Office Assistant offset by an increase of 0.6 Project Coordinator, 0.2 Community Liaison and 1.0 Constituent Service Representative.
	<u>(21,671)</u>	Decreases in costs due to new staff beginning at lower rates than previous staff.
	<u>10,916</u>	
Services and Supplies	(6,000)	Decrease in Comnet charges.
	(8,050)	Decrease in cellular charges due to inclusion in employment contracts.
	(7,721)	GASB 34 Accounting Change (EHAP).
	17,300	Increase in Motor Pool charges.
	3,000	Increase in Mail Services charges.
	11,550	Increase in outside phone company charges previously accounted for in office expense.
	16,000	Increase in general maintenance, structures, and grounds previously accounted for in office expense.
	3,792	Increase in subscriptions previously accounted for in office expense.
	<u>115,185</u>	Net increase in general office expense and other miscellaneous expenses.
	<u>145,056</u>	
Transfers	7,721	GASB 34 Accounting Change (EHAP).
	<u>(4,458)</u>	Decrease in rental costs for district offices
	<u>3,263</u>	
Total Exp Authority	<u>159,235</u>	
Reimbursements	<u>(159,235)</u>	Increase in transfer from Priority Policy Needs budget unit.
Total Appropriation	<u>-</u>	
Local Cost	<u>-</u>	

BOARD OF SUPERVISORS

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted in Recruitment - Retain	2	2.0	185,401	-	185,401
Total Vacant	2	2.0	185,401	-	185,401
Recommended Restoration of Vacant Delete		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal: May thru August)					
<u>Vacant Budgeted Not In Recruitment</u>					
		-	-	-	-
Subtotal Recommended - Delete		-	-	-	-
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		-	-	-	-
Vacant Budgeted In Recruitment - Retain					
Exec Sec Bd of Supervisors	8277	1.0	71,853	-	71,853
Cont Field Rep - 2nd District	20066	1.0	113,548	-	113,548
Total in Recruitment - Retain		2.0	185,401	-	185,401

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented
 If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

BOARD OF SUPERVISORS

BUDGET UNIT: LEGISLATION (AAA LEG)

I. GENERAL PROGRAM STATEMENT

This program provides federal and state advocacy services to the County of San Bernardino. On February 5, 2002, the Board of Supervisors approved an administrative report that recommended numerous enhancements to San Bernardino County's legislative program. Through the restructuring of federal and state advocacy offices, six advocates currently represent the County. The creation of this new budget unit was approved by the Board of Supervisors on December 17, 2002 and was established to consolidate expenses associated with state and federal advocacy efforts. The position funded through this budget unit is the Director of Legislative Affairs for the Board of Supervisors. The position was previously in the County Administrative Office budget unit.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Appropriation	-	-	-	474,914
Local Cost	-	-	-	474,914
Budgeted Staffing				1.0
<u>Workload Indicators</u>				
Federal Advocacy Contracts				233,572
State Advocacy Contracts				258,440

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The increase of \$6,887 in salaries and benefits reflects the transfer of local cost from the County Administrative Office budget to this new legislative budget unit. This allocation funds increased costs of employer paid retirement and worker' compensation charges for the Director of Legislative Affairs position.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors - Legislation
FUND: General AAA LEG

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	-	-	140,787	-	140,787
Services and Supplies	-	-	527,240	-	527,240
Total Exp Authority	-	-	668,027	-	668,027
Reimbursements	-	-	(200,000)	-	(200,000)
Total Appropriation	-	-	468,027	-	468,027
Local Cost	-	-	468,027	-	468,027
Budgeted Staffing			1.0		1.0

GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors - Legislation
FUND: General AAA LEG

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	140,787	6,887	147,674	-	147,674	-	147,674
Services and Supplies	527,240	-	527,240	-	527,240	-	527,240
Total Exp Authority	668,027	6,887	674,914	-	674,914	-	674,914
Reimbursements	(200,000)	-	(200,000)	-	-	-	-
Total Appropriation	468,027	6,887	474,914	-	474,914	-	474,914
Local Cost	468,027	6,887	474,914	-	474,914	-	474,914
Budgeted Staffing	1.0		1.0		1.0		1.0

Base Year Adjustments

Salaries and Benefits	<u>140,787</u>	Salary and benefits for Director of Legislative Affairs.
Services and Supplies	<u>35,228</u>	Anticipated general office expense for Director of Legislative Affairs.
	<u>492,012</u>	Anticipated costs for five service contracts for state and federal advocacy.
	<u>527,240</u>	
Total Exp Authority	<u>668,027</u>	
Transfers	<u>(200,000)</u>	Reimbursement from Solid Waste, Transportation and Flood Control District.
Total Appropriation	<u>468,027</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>6,887</u>	Transfer of local cost from AAA CAO for position transferred to this budget unit to pay for increases in retirement and workers comp costs.
	<u></u>	
Total Appropriation	<u>6,887</u>	
Local Cost	<u>6,887</u>	

OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD
CLERK OF THE BOARD: J. RENEE BASTIAN
BUDGET UNIT: AAA CBD

I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board, and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares, and distributes the board agendas; prepares, publishes, and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and CoLDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements, and ordinances; maintains the roster of all committees, commissions, and public agencies, and maintains conflict of interest files for county departments, committees, commissions, and public entities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	835,909	931,793	776,355	831,849
Total Revenue	82,285	95,675	62,500	62,500
Local Cost	753,624	836,118	713,855	769,349
Budgeted Staffing		15.0		13.0
<u>Workload Indicators</u>				
Board Agenda Items	3,598	3,500	3,700	3,700
Assessment Appeals	2,454	3,500	2,700	2,700
Licenses	125	300	320	320
Notices of Determination/Exemption	489	1,550	1,550	1,550
Resolutions	309	600	350	350
Conflict of Interest Filings	1,103	1,500	1,250	1,250
Customer Service Hours	5,000	5,000	5,000	5,000

Estimated expenditures for 2002-03 are \$155,438 less than the appropriation due to vacancies in 2.0 budgeted positions and to savings in other services and supplies items.

Revenue is projected to be under budget by \$33,175. The loss of state SB90 revenue of \$20,000 and the over-estimation of the first year collections of Notices of Determination/Exemption fees of \$20,200 are offset by increased license/permit fees and other revenues of \$7,000. Due to the savings in expenditures the resultant local cost is expected to be \$122,263 below the amount budgeted.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 2.0 positions (1.0 Administrative Clerk II and 1.0 Chief Deputy Clerk) that was included in the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan that was implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

The department has one policy item totaling \$80,540 that requests the restoration of the 1.0 Chief Deputy Clerk of the Board position that was eliminated in the portion of the 30% cost reduction plan that was implemented.

VI. FEE CHANGES

The fee for providing supplements to the County Code is deleted since it is no longer used. There is no impact to the budget.

GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General AAA CBD

FUNCTION: General
ACTIVITY: Legislative & Admin

CLERK OF THE BOARD

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	615,960	755,551	(69,454)	-	686,097
Services and Supplies	146,922	162,769	(16,181)	-	146,588
Central Computer	13,473	13,473	(803)	-	12,670
Transfers	-	-	(331)	-	(331)
Total Appropriation	776,355	931,793	(86,769)	-	845,024
Revenue					
Licenses & Permits	34,000	28,000	-	-	28,000
Current Services	3,500	2,475	-	-	2,475
State, Fed or Gov't Aid	-	20,000	(20,000)	-	-
Other Revenue	25,000	45,200	-	-	45,200
Total Revenue	62,500	95,675	(20,000)	-	75,675
Local Cost	713,855	836,118	(66,769)	-	769,349
Budgeted Staffing		15.0	(2.0)	-	13.0

DEPARTMENT: Clerk of the Board
FUND: General AAA CBD

ACTIVITY: Legislative & Administration

CLERK OF THE BOARD

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	686,097	(7,824)	678,273	-	678,273	-	678,273
Services and Supplies	146,588	(8,283)	138,305	-	138,305	-	138,305
Central Computer	12,670	-	12,670	-	12,670	-	12,670
Transfers	(331)	2,932	2,601	-	2,601	-	2,601
Total Appropriation	845,024	(13,175)	831,849	-	831,849	-	831,849
Revenue							
Licenses & Permits	28,000	6,000	34,000	-	34,000	-	34,000
Current Services	2,475	1,025	3,500	-	3,500	-	3,500
State, Fed or Gov't Aid	-	-	-	-	-	-	-
Other Revenue	45,200	(20,200)	25,000	-	25,000	-	25,000
Total Revenue	75,675	(13,175)	62,500	-	62,500	-	62,500
Local Cost	769,349	-	769,349	-	769,349	-	769,349
Budgeted Staffing	13.0		13.0		13.0		13.0

CLERK OF THE BOARD

Base Year Adjustments

Salaries and Benefits	(14,700)	4% Spend Down Plan.
	20,448	MOU.
	34,377	Retirement.
	806	Risk Management Workers Comp.
	(110,385)	30% Cost Reduction Plan.
	<u>(69,454)</u>	
Services and Supplies	(18,745)	4% Spend Down Plan.
	2,564	Risk Management Liabilities.
	<u>(16,181)</u>	
Central Computer	<u>(803)</u>	
Transfers	<u>(331)</u>	Incremental change in EHAP.
Total Appropriation	<u>(86,769)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(20,000)</u>	SB90 revenue loss.
Total Revenue	<u>(20,000)</u>	
Local Cost	<u>(66,769)</u>	

Staffing is reduced by 2.0 vacant, budgeted positions. As part of the 4% Spend Down Plan, a 1.0 vacant Administrative Clerk II position was to be replaced by 1.0 Clerk II position which created salary savings. Further, the portion of the 30% Cost Reduction Plan being implemented deletes that same 1.0 Clerk II position as well as a 1.0 vacant Chief Deputy Clerk of the Board position.

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(7,824)</u>	Adjustment for savings in benefits.
Services and Supplies	(5,351)	Cumulative reduction in various services and supplies.
	<u>(2,932)</u>	GASB 34 Accounting Change (EHAP).
	<u>(8,283)</u>	
Transfers	<u>2,932</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(13,175)</u>	
Revenue		
Licenses & Permits	6,000	Increase in licenses & permits revenue to reflect actual trends.
Current Services	1,025	Increase in other miscellaneous services revenue to reflect actual trends.
Other Revenue	<u>(20,200)</u>	Adjust Notices of Determination/Exemption fees to reflect actual collections.
Total Revenue	<u>(13,175)</u>	
Local Cost	<u>-</u>	

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
80,540	-	80,540	1.0	Restore funding for Chief Deputy Clerk of the Board position.
<u>80,540</u>	<u>-</u>	<u>80,540</u>	<u>1.0</u>	Totals

CLERK OF THE BOARD

POLICY DESCRIPTION FORM

Department/Group: Clerk of the Board/ Admin/Exec Budget Code: AAA CBD
 Title: Restoration of Chief Deputy Clerk of the Board Position

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 80,540	\$ 80,540

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Chief Deputy Clerk of the Board	\$80,540
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 80,540 \$ 80,540

REVENUE (specify source)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total: \$ \$

LOCAL COST \$ 80,540 \$ 80,540

CLERK OF THE BOARD

Policy Item #1 – Restoration of Chief Deputy Clerk of the Board Position

The Chief Deputy Clerk of the Board position serves as the assistant to the Clerk of the Board of Supervisors. Government Code Section 25101 states that the Clerk of the Board must attend each regular and/or special meeting of the Board of Supervisors. The Chief Deputy position would fulfill that function in the event that the Clerk of the Board cannot perform those duties. The position is integral to the management team of the department and defunding it would have a significant impact on departmental operations.

First and foremost, there will be no backup should the Clerk of the Board be unable to fulfill the mandated duties. This puts a significant burden on the Clerk of the Board with respect to lack of relief for time off and/or emergencies. Secondly, succession planning has been identified as a priority in the development of the county's leadership team. The elimination of the Chief Deputy position would preclude any succession planning efforts to ensure the continuity of the management staff and department goals.

Finally, the responsibilities for the efficient and effective management of the department require a significant amount of time, commitment to excellence and leadership skills. The department's management staff is responsible for the development of effective and efficient operational plans that include but are not limited to: budgeting, workflow analysis, operational efficiencies and staff development. The Chief Deputy position will bring those skill sets that are key to assisting the Clerk of the Board in the successful management of the department.

Records management, Conflict of Interest filings, Assessment Appeals and the agenda process are a few of the Clerk of the Board responsibilities that require a considerable amount of time and could result in significant financial and/or legal impacts if poorly managed. For example, failure to maintain a records retention program results in the inefficient use of storage space and increased storage costs; poor tracking of Conflict of Interest – Form 700 filings could result in FPPC fines to the county; poor management of the Assessment Appeals process could result in the loss of property tax revenues; and inefficiencies in the agenda process could leave us legally vulnerable due to inaccurate records or potential violations of the Brown/Public Records Act.

Given the responsibilities of the Clerk of the Board and the department, it is prudent to fill the Chief Deputy position to provide backup for the Clerk of the Board, allow succession planning, assist in more efficient supervision of departmental staff and assist in the efficient management of the department.

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: WALLY HILL
BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)

I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,455,918	4,452,965	4,287,703	3,498,747
Total Revenue	186,110	275,987	83,262	-
Local Cost	3,269,808	4,176,978	4,204,441	3,498,747
Budgeted Staffing		33.5		27.0

Estimated expenditures include increased costs for the legislative services program (\$78,200) and for the sesquicentennial event planning (\$11,000). Although, the Board allocated budget authority mid-year for these programs, it is not included in the 2002-03 Budget column presented above.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the reduction of 6.5 budgeted positions. One contract position, Director of Legislative Affairs, is transferred to the new legislative program budget unit (AAA LEG). Three contract positions and 0.5 Clerk I position were eliminated when the legislative program was restructured. Additionally, 1.0 Administrative Analyst is eliminated due to the deferral of SB90 revenue and 1.0 Deputy Administrative Officer was eliminated in the 30% cost reduction plan.

PROGRAM CHANGES

None.

OTHER CHANGES

The reduction of \$6,887 in salaries and benefits reflects the transfer of local cost allocated to this budget unit for a position transferred to the new legislative budget unit (AAA LEG). This allocation funds increased costs of employer paid retirement and workers compensation charges for this transferred position.

IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General AAA CAO

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	3,355,483	3,547,501	(488,798)	-	3,058,703
Services and Supplies	1,119,731	1,030,548	(581,096)	43,000	492,452
Central Computer	33,607	33,607	(8,216)	-	25,391
Other Charges	-	2,000	(2,000)	-	-
Equipment	20,000	26,000	(26,000)	-	-
Transfers	29,249	53,676	(54,221)	-	(545)
Total Exp Authority	4,558,070	4,693,332	(1,160,331)	43,000	3,576,001
Reimbursements	(270,367)	(240,367)	170,000	-	(70,367)
Total Appropriation	4,287,703	4,452,965	(990,331)	43,000	3,505,634
<u>Revenue</u>					
State, Fed or Gov't Aid	83,262	275,987	(275,987)	-	-
Total Revenue	83,262	275,987	(275,987)	-	-
Local Cost	4,204,441	4,176,978	(714,344)	43,000	3,505,634
Budgeted Staffing		33.5	(6.5)	-	27.0

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General AAA CAO

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	3,058,703	(6,887)	3,051,816	(32,002)	3,019,814	-	3,019,814
Services and Supplies	492,452	(6,352)	486,100	-	486,100	-	486,100
Central Computer	25,391	-	25,391	-	25,391	-	25,391
Other Charges	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Transfers	<u>(545)</u>	<u>6,352</u>	<u>5,807</u>	<u>-</u>	<u>5,807</u>	<u>-</u>	<u>5,807</u>
Total Expen Authority	3,576,001	(6,887)	3,569,114	(32,002)	3,537,112	-	3,537,112
Reimbursements	(70,367)	-	(70,367)	-	<u>(70,367)</u>	-	(70,367)
Total Appropriation	3,505,634	(6,887)	3,498,747	(32,002)	3,466,745	-	3,466,745
Revenue							
State, Fed or Gov't Aid	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	-	-	-	-	-	-	-
Local Cost	3,505,634	(6,887)	3,498,747	(32,002)	3,466,745	-	3,466,745
Budgeted Staffing	27.0	-	27.0	(1.0)	26.0	-	26.0

COUNTY ADMINISTRATIVE OFFICE

Base Year Adjustments

Salaries and Benefits	(110,642)	Eliminate 1.0 Administrative Analyst III position proposed to be funded by SB90 reimbursements from the state.
	(517,904)	Eliminate 3.0 contract positions and 0.5 Clerk I position with the restructuring of the legislative program. Transfer 1.0 contract Director of Legislative Affairs to the newly created budget unit for legislation (AAA LEG).
	(144,452)	30% Cost Reduction Plan - Eliminate 1.0 Deputy Administrative Officer position.
	93,774	MOU.
	185,870	Retirement.
	4,556	Risk Management Workers Comp.
	<u>(488,798)</u>	
Services and Supplies	(139,079)	4% Spend Down Plan.
	74,725	Approved by the Board on December 17, 2002 - increased costs of legislative program.
	(221,925)	Transfer to newly created budget unit for legislation (AAA LEG).
	(300,000)	30% Cost Reduction Plan - Reduce management audit expenditures.
	5,183	Risk Management Liabilities.
	<u>(581,096)</u>	
Central Computer	<u>(8,216)</u>	
Other Charges	<u>(2,000)</u>	4% Spend Down Plan - Eliminate lease-purchase of photocopier.
Equipment	<u>(26,000)</u>	4% Spend Down Plan - Eliminate lease-purchase of photocopier.
Transfers	(53,676)	Transfer to newly created budget unit for legislation (AAA LEG).
	(545)	Incremental change in EHAP.
	<u>(54,221)</u>	
Reimbursements	170,000	Transfer to newly created budget unit for legislation (AAA LEG).
Total Appropriation	<u>(990,331)</u>	
State, Fed or Gov't Aid	(110,642)	Reduce SB 90 revenues to reflect elimination of 1.0 position to be funded by this revenue source.
	(165,345)	Reduce revenues from Riverside County for legislative services previously provided on a contract basis.
Total Revenue	<u>(275,987)</u>	
Local Cost	<u>(714,344)</u>	

The legislative services program, previously included in the CAO budget, has been moved to its own budget unit (AAA LEG) for 2003-04. The legislative program was restructured mid-year to reduce reliance on county staff in favor of contracts with federal and state advocacy service providers. As a result of this restructuring, budgeted staff was reduced by 3.5 positions with another 1.0 position transferred to the newly created legislative budget unit. Due to the restructuring of the legislative services program, a total of \$458,160 in appropriation authority was transferred to this newly created budget unit (AAA LEG) from the CAO budget as a base year adjustment.

Staffing was reduced an additional 1.0 position to reflect the elimination of a position that was not filled due to the deferral of SB 90 revenue from the state, and reduced another 1.0 Deputy Administrative Officer position assigned to Law and Justice and legislation was eliminated as part of the 30% cost reduction plan.

Mid-Year Adjustment

Services & Supplies	<u>43,000</u>	Approved by the Board on April 15, 2003 - Sesquicentennial Event Planning.
Total Mid-Year Appropriation	<u>43,000</u>	
Total Mid-Year Revenue	<u>-</u>	
Total Mid-Year Local Cost	<u>43,000</u>	

COUNTY ADMINISTRATIVE OFFICE

Recommended Program Funded Adjustments

Salaries and Benefits	(6,887)	Transfer local cost target for position transferred to the AAA LEG budget unit. Target funds increases in retirement and workers compensation charges.
Services and Supplies	(6,352)	GASB 34 Accounting Change (EHAP).
Transfers	6,352	GASB 34 Accounting Change (EHAP).
Total Appropriation	(6,887)	
Total Revenue	-	
Local Cost	(6,887)	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,002	-	32,002
Vacant Budgeted in Recruitment - Remain	-	-	-	-	-
Total Vacant	1	1.0	32,002	-	32,002
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
<u>Vacant Budgeted Not In Recruitment</u>					
Clerk II	77314	(1.0)	(32,002)	-	(32,002)
Subtotal Recommended - Delete		(1.0)	(32,002)	-	(32,002)
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		(1.0)	(32,002)	-	(32,002)
<u>Vacant Budgeted In Recruitment - Retain</u>					
		-	-	-	-
Total in Recruitment - Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

COUNTY ADMINISTRATIVE OFFICE**BUDGET UNIT: LITIGATION (AAA LIT)****I. GENERAL PROGRAM STATEMENT**

The litigation budget funds external attorney services and other litigation related expenses. There is no staffing associated with this budget unit. The Board approved the establishment of this budget unit in 2001-02. For 2003-04, local cost has been reduced to reflect the actual level of normal expenditures incurred over the last three years and does not include the costs of the larger lawsuits. The use of contingencies will be required for any new major legal contracts proposed that exceed the \$400,000 base budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,808,878	1,709,664	1,557,111	400,000
Total Sources	2,235,003	900,000	870,470	-
Local Cost	1,573,875	809,664	686,641	400,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS**STAFFING CHANGES**

None.

PROGRAM CHANGES

The 2002-03 budget included the use of \$900,000 of restitution proceeds set aside to fund the ongoing corruption litigation. The remaining spending authority for the contract relating to this litigation is included in the 2002-03 estimates column. For 2003-04 this results in a reduction of \$900,000 in appropriation and an offsetting reduction of \$900,000 to operating transfers in from the restitution reserve. If the contract relating to the corruption litigation is increased in the future, an agenda item will be brought back to the Board requesting an increase in appropriation and the use of the restitution reserve as the funding source.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Litigation
FUND: General AAA LIT

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	1,567,111	1,709,664	(409,664)	-	1,300,000
Total Exp Authority	1,567,111	1,709,664	(409,664)	-	1,300,000
Reimbursements	(10,000)	-	-	-	-
Total Appropriation	1,557,111	1,709,664	(409,664)	-	1,300,000
<u>Sources</u>					
Operating Transfers In	870,470	900,000	-	-	900,000
Total Financing Sources	870,470	900,000	-	-	900,000
Local Cost	686,641	809,664	(409,664)	-	400,000

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Litigation
FUND: General AAA LIT

FUNCTION: General
ACTIVITY: Legislative and Administration

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	1,300,000	(900,000)	400,000	-	400,000	-	400,000
Total Exp Authority	1,300,000	(900,000)	400,000	-	400,000	-	400,000
Reimbursements	-	-	-	-	-	-	-
Total Appropriation	1,300,000	(900,000)	400,000	-	400,000	-	400,000
Sources							
Operating Transfers In	900,000	(900,000)	-	-	-	-	-
Total Financing Sources	900,000	(900,000)	-	-	-	-	-
Local Cost	400,000	-	400,000	-	400,000	-	400,000

Base Year Adjustments

Services and Supplies	(409,664)	30% Cost Reduction Plan
Total Appropriation	(409,664)	
Operating Transfers In	-	
Total Sources	-	
Local Cost	(409,664)	

For 2003-04, local cost has been reduced to reflect the actual level of normal expenditures incurred over the last three years and does not include the costs of the larger lawsuits. The use of contingencies will be required for any new major legal contracts proposed that exceed the \$400,000 base budget.

COUNTY ADMINISTRATIVE OFFICE

Recommended Program Funded Adjustments

Services and Supplies	(900,000)	Reduce appropriation for the county corruption litigation. The remaining spending authority for this contract is included in 2002-03 estimates. If the contract relating to the corruption litigation is increased in the future, an agenda item will be brought back to the Board requesting an increase in appropriation and the use of the restitution reserve as the funding source.
Total Appropriation	(900,000)	
Operating Transfers In	(900,000)	Reduce use of restitution reserve that funds the county corruption litigation. Funding for the remaining spending authority for this contract is included in 2002-03 estimates. If the contract relating to the corruption litigation is increased in the future, an agenda item will be brought back to the Board requesting an increase in appropriation and the use of the restitution reserve as the funding source.
Total Sources	(900,000)	
Local Cost	-	

COUNTY ADMINISTRATIVE OFFICE

BUDGET UNIT: JOINT POWERS LEASES (AAA JPL)

I. GENERAL PROGRAM STATEMENT

This component funds the cost of long-term lease payments for joint power facility agreements. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	21,109,895	23,068,480	21,331,281	20,467,787
Total Revenue	629,201	-	-	-
Local Cost	20,480,694	23,068,480	21,331,281	20,467,787

2002-03 actual expenditures are expected to be less than budgeted. This is primarily a result of savings in interest expense on the county's variable rate certificates of participation due to historical lows in short term interest rates. These savings are partially offset by increased letter of credit fees on two of the county's variable rate issues.

Leases Included in this budget for 2003-04 are:

1997 Public Improvement Financing (ENVEST, West End Juvenile Facility, Pre-School Building)	1,429,699
County Government Center	3,244,600
West Valley Detention Center	5,292,858
Glen Helen Blockbuster Pavilion	1,352,868
Justice Center/Chino Airport Improvements	6,302,291
Subtotal	17,622,316
Savings from refinancing of West Valley Detention Center Project to be transferred for general fund financing purposes	4,401,747
Debt Administration (Trustee Fees, Letter of Credit Fees, Remarketing, Audit and Arbitrage services etc.)	823,075
Reimbursements **	(2,379,351)
	\$ 20,467,787

** Reimbursements include Preschool building rents, Chino Airport rents, base payments from Glen Helen Pavilion and a transfer from the utilities budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

COUNTY ADMINISTRATIVE OFFICE

PROGRAM CHANGES

In 2002-03, savings from refinancings were used to prepay \$3.2 million of the Glen Helen Taxable certificates of participation. In 2003-04, savings due to the refinancing of the West Valley Detention Center Project total \$4,401,747. Due to the potential impacts of the state budget on the county's general fund, it is proposed that these savings be transferred to the non-departmental budget unit as one-time financing available for allocation. This amount was included as one-time financing available in the 2003-04 financing plan issued on March 19, 2003.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: County Administrative Office - Joint Powers Leases
 FUND: General AAA JPL

FUNCTION: General
 ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	23,603,013	25,340,212	(2,493,074)	-	22,847,138
Total Exp Authority	23,603,013	25,340,212	(2,493,074)	-	22,847,138
Reimbursements	(2,271,732)	(2,271,732)	(107,619)	-	(2,379,351)
Total Appropriation	21,331,281	23,068,480	(2,600,693)	-	20,467,787
Operating Transfers Out	-	-	-	-	-
Total Requirements	21,331,281	23,068,480	(2,600,693)	-	20,467,787
Local Cost	21,331,281	23,068,480	(2,600,693)	-	20,467,787

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Joint Powers Leases
FUND: General AAA JPL

FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Services and Supplies	22,847,138	(4,401,747)	18,445,391	-	18,445,391	-	18,445,391
Total Exp Authority	22,847,138	(4,401,747)	18,445,391	-	18,445,391	-	18,445,391
Reimbursements	(2,379,351)	-	(2,379,351)	-	(2,379,351)	-	(2,379,351)
Total Appropriation	20,467,787	(4,401,747)	16,066,040	-	16,066,040	-	16,066,040
Operating Transfers Out	-	4,401,747	4,401,747	-	4,401,747	-	4,401,747
Total Requirements	20,467,787	-	20,467,787	-	20,467,787	-	20,467,787
Local Cost	20,467,787	-	20,467,787	-	20,467,787	-	20,467,787

COUNTY ADMINISTRATIVE OFFICE

Base Year Adjustments

Services and Supplies	(2,144,223)	Reduce appropriation for one-time allocation of fund balance attributable to savings from the refinancing of the 1992 Justice Center/Airport Improvement Project. This, combined with \$1,055,777 of savings from the refinancing of the 1992 West Valley Detention Center Project, was used to prepay \$3,200,000 of the Glen Helen taxable Certificates of Participation in 2002-03.
	12,167	Minor changes in lease schedules.
	(286,000)	On-going savings from the prepayment of Glen Helen taxable certificates of participation.
	90,383	Increase lease expense to exclude interest on 1997 Public Improvement Project until a certificate of completion is filed.
	(333,661)	Return one-time appropriation for rebate payment on 1997 Public Improvement Project.
	168,260	Increase in Letter of Credit Fees.
	<u>(2,493,074)</u>	
Reimbursements	(100,000)	Estimated increase in reimbursement from Glen Helen Pavilion special revenue fund for naming rights.
	(7,619)	Minor changes in reimbursement schedules.
	<u>(107,619)</u>	
Total Requirements	<u>(2,600,693)</u>	
Local Cost	<u>(2,600,693)</u>	

Recommended Program Funded Adjustments

Services and Supplies	(4,401,747)	Transfer appropriation from the 2003-04 one time savings from the refinancing of the West Valley Detention Center Project.
Total Appropriation	<u>(4,401,747)</u>	
Operating Transfers Out	4,401,747	Increase operating transfers out to transfer the fiscal year 2003-04 refinancing savings to the non-departmental budget unit to help offset impacts of the state budget.
Total Requirements	<u>-</u>	
Local Cost	<u>-</u>	

COUNTY ADMINISTRATIVE OFFICE

BUDGET UNIT: FEDERAL FOREST RESERVES (SFB CAO)

I. GENERAL PROGRAM STATEMENT

In 1908, Congress enacted a law that requires 25% of the revenues derived from the National Forest System to be given to counties in which the lands are situated for the equal benefit of public schools and roads. Pursuant to Public Law No. 106-393, enacted on October 30, 2000, counties could elect to remain under the 25% Payment Method with fluctuating funding levels or change to the Full Payment Method, that requires these revenues to fund either Title II or Title III projects under the Act. The County elected the Full Payment Method. Title II project funds may be used for the purpose of making additional investments in, and creating additional employment opportunities through projects that improve the maintenance of existing infrastructure, implementing stewardship objectives that enhance forest ecosystems, and restoring and improving land health and water quality. Authorized uses for Title III projects include search, rescue, and emergency services; community service work camps, easement purchases; forest-related educational opportunities; fire prevention and county planning; and community forestry. The State Controller's Office distributes funds to each eligible county according to the agreed upon formula and the counties' election of fund distribution. There is no staffing associated with this budget unit.

During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	-	64,000	65,661
Total Revenue	-	-	64,611	65,050
Fund Balance		-		611

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: County Administrative Office - Federal Forest Reserve
 FUND: Special Revenue SFB CAO

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Operating Transfers	64,000	-	-	64,000	64,000
Total Requirements	64,000	-	-	64,000	64,000
<u>Revenue</u>					
Use of Money & Prop	-	-	-	-	-
State, Fed or Gov't Aid	<u>64,611</u>	<u>-</u>	<u>-</u>	<u>64,000</u>	<u>64,000</u>
Total Revenue	64,611	-	-	64,000	64,000
Fund Balance		-	-	-	-

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Federal Forest Reserve
FUND: Special Revenue SFB CAO

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Operating Transfers	64,000	1,661	65,661	-	65,661	-	65,661
Total Requirements	64,000	1,661	65,661	-	65,661	-	65,661
Revenue							
Use of Money & Prop	-	50	50	-	50	-	50
State, Fed or Gov't Aid	64,000	1,000	65,000	-	65,000	-	65,000
Total Revenue	64,000	1,050	65,050	-	65,050	-	65,050
Fund Balance	-	611	611	-	611	-	611

Mid-Year Adjustments

Operating Transfers	64,000	Operating transfer out to fund aerial photography project and fund program manager position related to bark beetle infestation. Approved by the Board on April 8, 2003.
Subtotal Mid-Year Requirements	64,000	
State, Fed or Gov't Aid	64,000	National Forest System revenue.
Subtotal Mid-Year Appropriation	64,000	
Subtotal Mid-Year Fund Balance	-	

COUNTY ADMINISTRATIVE OFFICE

Recommended Program Funded Adjustments		
Operating Transfers Out	<u>1,661</u>	Anticipated increase in operating transfers out to fund approved Title II or Title III projects and fund balance.
Total Requirements	<u><u>1,661</u></u>	
Revenue		
Use of Money & Prop.	<u>50</u>	Anticipated increase in revenue.
State, Fed or Gov't Aid	<u>1,000</u>	Projected 2003-04 National Forest System allocation increase.
Total Revenue	<u><u>1,050</u></u>	
Fund Balance	<u><u>611</u></u>	

COUNTY ADMINISTRATION OFFICE

BUDGET UNIT: MASTER SETTLEMENT AGREEMENT (RSM MSA)

I. GENERAL PROGRAM STATEMENT

This budget unit accounts for proceeds received from the tobacco lawsuit Master Settlement Agreement (MSA). In late 1998 a settlement was reached in a lawsuit filed by states against the tobacco industry. In California the proceeds of the settlement are to be divided equally between the state and local governments who partnered in the lawsuit. Payments to local governments are based on a formula involving total tobacco sales and each local entity's population. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual	Budget	Estimated	Department
	2001-02	2002-03	2002-03	Request
				2003-04
Total Requirements	18,341,126	26,947,289	18,386,633	27,394,775
Total Revenue	22,720,793	20,433,000	21,391,119	17,876,000
Fund Balance		6,514,289		9,518,775

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated requirements in this fund are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Program changes in services and supplies include a decrease of \$686,093 as a result of the completion of the tobacco cessation programs, which were established with an allocation in the 2000-01 budget. In addition, \$2.7 million, previously appropriated in services and supplies, is now reflected in operating transfers for general financing purposes. Also included in services and supplies is an increase of \$3.8 million due to an adjustment in fund balance. Beginning with 2003-04, annual payments to the county from the Master Settlement Agreement for the next four years are scheduled at \$17.5 million. This \$2.7 million expected decrease in tobacco settlement proceeds directly corresponds to the \$2.7 million scheduled decrease in general fund financing for the Medical Center debt.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: County Administrative Office - Master Settlement
 FUND: Special Revenue RSM MSA

FUNCTION: General
 ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Services and Supplies	686,633	9,247,289	-	-	9,247,289
Total Appropriation	686,633	9,247,289	-	-	9,247,289
Operating Transfers Out	17,700,000	17,700,000	-	-	17,700,000
Total Requirements	18,386,633	26,947,289	-	-	26,947,289
<u>Revenue</u>					
Use of Money & Prop	362,497	200,000	-	-	200,000
Other Revenue	21,028,622	20,233,000	-	-	20,233,000
Total Revenue	21,391,119	20,433,000	-	-	20,433,000
Fund Balance		6,514,289	-	-	6,514,289

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Master Settlement
FUND: Special Revenue RSM MSA

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<u>Appropriation</u>							
Services and Supplies	9,247,289	414,486	9,661,775	-	<u>9,661,775</u>	-	9,661,775
Total Appropriation	9,247,289	414,486	9,661,775	-	<u>9,661,775</u>	-	9,661,775
Operating Transfers Out	17,700,000	33,000	17,733,000	-	<u>17,733,000</u>	-	17,733,000
Total Requirements	26,947,289	447,486	27,394,775	-	<u>27,394,775</u>	-	27,394,775
<u>Revenue</u>							
Use of Money & Prop	200,000	160,000	360,000	-	<u>360,000</u>	-	360,000
Other Revenue	<u>20,233,000</u>	<u>(2,717,000)</u>	<u>17,516,000</u>	-	<u>17,516,000</u>	-	<u>17,516,000</u>
Total Revenue	20,433,000	(2,557,000)	17,876,000	-	<u>17,876,000</u>	-	17,876,000
Fund Balance	6,514,289	3,004,486	9,518,775	-	<u>9,518,775</u>	-	9,518,775

COUNTY ADMINISTRATIVE OFFICE

Recommended Program Funded Adjustments

Services & Supplies	3,833,579	Anticipated adjustment for fund balance.
	(2,733,000)	Transferred appropriation to operating transfers out.
	(686,093)	Allocation for Tobacco Use Reduction program from 2000-01.
	<u>414,486</u>	
Total Appropriation	<u>414,486</u>	
Operating Transfers Out	(2,700,000)	Decrease in financing for the Medical Center debt.
	<u>2,733,000</u>	Increase in general purpose financing.
	<u>33,000</u>	
Total Requirements	<u>447,486</u>	
Revenue		
Use of Money & Prop	<u>160,000</u>	Anticipated increase in interest due to fund balance.
Other Revenue	<u>(2,717,000)</u>	Anticipated decrease in tobacco proceeds per the Master Settlement Agreement.
Total Revenue	<u>(2,557,000)</u>	
Fund Balance	<u>3,004,486</u>	

COUNTY ADMINISTRATIVE OFFICE

BUDGET UNIT: MEDICAL CENTER LEASE PAYMENT FUND (EMD JPL)

I. GENERAL PROGRAM STATEMENT

This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. Funding sources include state revenues from the SB 1732 – Construction Renovation/Reimbursement Program, operating transfers from ARMC representing Medicare and fee for service revenues, and operating transfers from the general fund backed by realignment revenues and tobacco settlement proceeds. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	53,529,236	53,115,289	53,019,207	53,158,112
Total Financing Sources	53,529,236	53,115,289	53,019,207	53,158,112

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Services and supplies reflect a slight increase due to an estimated increase in net lease payments coupled with an increase in trustee/administrative fees associated with the debt. State revenues from the SB 1732 – Construction Renovation/Reimbursement program are increased as this reimbursement is based on a percentage of the net lease payments. As mentioned in the Master Settlement Agreement budget unit, annual payments to the County of San Bernardino of tobacco settlement proceeds are scheduled to decrease by \$2.7 million in 2003-04. This decrease will be offset by an increase in realignment revenues of \$2.7 million.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Medical Center Lease
FUND: Enterprise EMD JPL

FUNCTION: General
ACTIVITY: Property Mgmt

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	53,019,207	53,115,289	-	-	53,115,289
Total Operating Expense	53,019,207	53,115,289	-	-	53,115,289
<u>Revenue</u>					
State, Fed or Gov't Aid	27,108,973	24,466,969	-	-	24,466,969
Total Revenue	27,108,973	24,466,969	-	-	24,466,969
Operating Transfers In	25,910,234	28,648,320	-	-	28,648,320
Total Financing Sources	53,019,207	53,115,289	-	-	53,115,289

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office - Medical Center Lease
FUND: Enterprise EMD JPL

FUNCTION: General
ACTIVITY: Property Mgmt

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	<u>53,115,289</u>	<u>42,823</u>	<u>53,158,112</u>	-	<u>53,158,112</u>	-	<u>53,158,112</u>
Total Operating Expense	53,115,289	42,823	53,158,112	-	53,158,112	-	53,158,112
Revenue							
State, Fed or Gov't Aid	<u>24,466,969</u>	<u>17,040</u>	<u>24,484,009</u>	-	<u>24,484,009</u>	-	<u>24,484,009</u>
Total Revenue	24,466,969	17,040	24,484,009	-	24,484,009	-	24,484,009
Operating Transfers In	<u>28,648,320</u>	<u>25,783</u>	<u>28,674,103</u>	-	<u>28,674,103</u>	-	<u>28,674,103</u>
Total Financing Sources	53,115,289	42,823	53,158,112	-	53,158,112	-	53,158,112

Recommended Program Funded Adjustments

Services and Supplies	6,178	Increase in trustee/administrative fees associated with the debt.
	<u>36,645</u>	Increase in net lease payments.
	<u>42,823</u>	
Total Operating Expense	<u>42,823</u>	
State, Fed or Gov't Aid	<u>17,040</u>	Increase in SB1732 state revenues due to an increase in net lease payments.
Total Revenue	<u>17,040</u>	
Operating Transfers In	2,725,783	Increase in realignment from health care costs budget.
	<u>(2,700,000)</u>	Decrease in tobacco settlement proceeds.
	<u>25,783</u>	
Total Financing Sources	<u>42,823</u>	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY COUNSEL
COUNTY COUNSEL: ALAN MARKS
BUDGET UNIT: AAA CCL

I. GENERAL PROGRAM STATEMENT

County Counsel provides civil legal services to the Board of Supervisors, county departments, and agencies, commissions, special districts, and school districts. County Counsel also provides legal advice to various joint powers authorities and represents the courts and judges on request.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	6,195,376	6,959,841	6,426,150	7,102,029
Total Revenue	4,087,894	3,696,950	3,790,950	3,777,460
Local Cost	2,107,482	3,262,891	2,635,200	3,324,569
Budgeted Staffing		71.0		65.7
<u>Workload Indicators</u>				
Attorney-Client Hours	72,400	73,800	74,500	75,200

Budgeted positions were vacant for portions of the fiscal year. Some of these positions were deleted as part of the department's 30% Cost Reduction Plan. In addition, fixed asset purchases were deleted as part of the department's cost reduction measures.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in Base Year Adjustments were a decrease of 2.0 positions, 1.0 Clerk II was deleted due to the 4% Spend Down Plan and 1.0 Research Attorney position was deleted due to the 30% Cost Reduction Plan. The Recommended Program budgeted staffing changes of 3.3 consisted of the reduction of 1.0 Deputy County Counsel I, 1.0 Executive Secretary I, 1.0 Executive Secretary II and a reduction of 0.3 hours of part time Deputy County Counsel IV employees.

The department has also changed their portion of the 30% cost reduction plan that was approved by the Board to be implemented. The department is substituting a regular County Counsel Deputy IV position for deletion and retaining the County Counsel Research Attorney position that was slated for deletion. The reduction amount remains the same.

PROGRAM CHANGES

None

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has at total of 3.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>3.0</u>	Retain
Total Vacant	3.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: County Counsel
FUND: General AAA CCL

FUNCTION: General
ACTIVITY: Counsel

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	6,452,206	6,954,474	380,296	-	7,334,770
Services and Supplies	772,533	772,796	(70,002)	-	702,794
Central Computer	65,269	65,269	(20,368)	-	44,901
Other Charges	-	660	-	-	660
Equipment	-	30,500	(25,000)	-	5,500
Transfers	-	-	(1,178)	-	(1,178)
Total Exp Authority	7,290,008	7,823,699	263,748	-	8,087,447
Reimbursements	(863,858)	(863,858)	(121,560)	-	(985,418)
Total Appropriation	6,426,150	6,959,841	142,188	-	7,102,029
<u>Revenue</u>					
Current Services	3,790,950	3,696,950	80,510	-	3,777,460
Total Revenue	3,790,950	3,696,950	80,510	-	3,777,460
Local Cost	2,635,200	3,262,891	61,678	-	3,324,569
Budgeted Staffing		71.0	(2.0)		69.0

GROUP: Administrative/Executive
DEPARTMENT: County Counsel
FUND: General AAA CCL

FUNCTION: General
ACTIVITY: Counsel

COUNTY COUNSEL

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	7,334,770	(49,970)	7,284,800	-	7,284,800	-	7,284,800
Services and Supplies	702,794	42,643	745,437	-	745,437	-	745,437
Central Computer	44,901	-	44,901	-	44,901	-	44,901
Other Charges	660	(660)	-	-	-	-	-
Equipment	5,500	(5,500)	-	-	-	-	-
Transfers	<u>(1,178)</u>	<u>13,487</u>	<u>12,309</u>	-	<u>12,309</u>	-	<u>12,309</u>
Total Exp Authority	8,087,447	-	8,087,447	-	8,087,447	-	8,087,447
Reimbursements	(985,418)	-	(985,418)	-	(985,418)	-	(985,418)
Total Appropriation	7,102,029	-	7,102,029	-	7,102,029	-	7,102,029
Revenue							
Current Services	<u>3,777,460</u>	-	<u>3,777,460</u>	-	<u>3,777,460</u>	-	<u>3,777,460</u>
Total Revenue	3,777,460	-	3,777,460	-	3,777,460	-	3,777,460
Local Cost	3,324,569	-	3,324,569	-	3,324,569	-	3,324,569
Budgeted Staffing	69.0	(3.3)	65.7	-	65.7	-	65.7

COUNTY COUNSEL

Base Year Adjustments

Salaries and Benefits	173,485	MOU.
	315,466	Retirement.
	8,045	Risk Management Workers Comp.
	(31,700)	4% Spend Down Plan - 1.0 Clerk II.
	<u>(85,000)</u>	30% Cost Reduction Plan - 1.0 Deputy County Counsel IV.
	<u>380,296</u>	
Services and Supplies	6,814	Risk Management Liabilities.
	(73,816)	4% Spend Down Plan.
	<u>(3,000)</u>	30% Cost Reduction Plan.
	<u>(70,002)</u>	
Central Computer	<u>(20,368)</u>	
Transfer	<u>(1,178)</u>	Incremental Change in EHAP.
Fixed Assets	<u>(25,000)</u>	4% Spend Down Plan.
Reimbursements	<u>(121,560)</u>	30% Cost Reduction Plan.
Total Base Year Appropriation	<u>142,188</u>	
Current Services	80,510	30% Cost Reduction Plan.
Total Base Year Revenue	<u>80,510</u>	
Total Base Year Local Cost	<u>61,678</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	72,131	Budget Adjustment- due to equity adjustments and merits
	<u>(122,101)</u>	Budget Adjustment- reduction of hours on part-time employees.
	<u>(49,970)</u>	
Services and Supplies	56,130	Budget Adjustments - Increase of expert witnesses and case costs.
	<u>(13,487)</u>	GASB 34 Accounting Change (EHAP).
	<u>42,643</u>	
Other Charges	<u>(660)</u>	Budget Adjustment- to remove interest charges - contract complete.
Transfers	<u>13,487</u>	GASB 34 Accounting Change (EHAP).
Equipment	<u>(5,500)</u>	Budget Adjustment - reduction of fixed assets.
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Total Local Cost	<u>-</u>	

COUNTY COUNSEL

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted in Recruitment - Retain	3	3.0	265,271	265,271	-
Total Vacant	3	3.0	265,271	265,271	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

Vacant Budgeted In Recruitment - Retain

County Counsel Paralegal	14868	(1.0)	(61,834)	(61,834)	-
County Counsel Research Attorney	75189	(1.0)	(92,705)	(92,705)	-
Deputy County Counsel IV	75186	(1.0)	(110,732)	(110,732)	-
Total in Recruitment Retain		(3.0)	(265,271)	(265,271)	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN RESOURCES
DIRECTOR: MARCEL TURNER

2003-04						
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over (Under) Exp	Staffing
Human Resources	8,460,832	3,103,566	5,357,266			125.5
Emp Hlth & Wellness	30,000	30,000	-			13.0
Unemployment Insurance	2,700,000	-	2,700,000			-
Commuter Services	589,237	301,000		288,237		3.5
Emp Benefits & Services	2,780,863	2,072,000		708,863		-
Risk Management	4,614,219	4,614,219			-	65.0
Insurance Programs	47,652,314	49,002,994			1,350,680	-
TOTAL	66,827,465	59,123,779	8,057,266	997,100	1,350,680	207.0

BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits and services; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. Human Resources also shares the responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	8,308,492	9,457,530	7,827,212	8,460,832
Total Revenue	3,491,462	4,283,077	2,899,380	3,103,566
Local Cost	4,817,030	5,174,453	4,927,832	5,357,266
Budgeted Staffing		129.8		125.5
<u>Workload Indicators</u>				
Applications accepted	65,012	65,000	73,500	93,000
Applicants tested	24,935	25,000	27,700	28,000

Total appropriation and total revenue for 2002-03 are estimated to be less than budget. This is due to a change in accounting whereby payments from departments for the Employee Health and Productivity (EHAP) program and the Employee Assistance Program (EAP) were recognized as abatements to services and supplies rather than revenue as budgeted. In 2003-04, these payments are correctly budgeted as reimbursements rather than revenue.

The number of applications is expected to increase due to the online application process being implemented in 2002-03, which will allow the Employment Division to begin accepting employment applications via the internet.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in Base Year Adjustments is the deletion of 2.0 Public Service Employee, 0.3 Staff Analyst II, and 1.0 Personnel Technician, which is a portion of the department's 30% cost reduction plan implemented. In addition, 1.0 Nurse Practitioner II is deleted because it is no longer required to administer the EHAP program.

HUMAN RESOURCES

PROGRAM CHANGES

None.

OTHER CHANGES

Per GASB 34, departmental reimbursements for the EHAP program, EAP, and the Center for Employee Health and Wellness are accounted for as reimbursements rather than revenue.

IV. VACANT POSITION IMPACT

The department has a total of 13.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	11.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	13.0	

Vacant Position Restoration Request:

The department has submitted three policy items for the restoration of 5.0 vacant budgeted positions that are slated for deletion. The County Administrative Office is recommending Policy Item # 3 for restoration of a Clerk II position since this position is needed based on the deletion of two part-time public service employee positions who provided this service.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	Equal Employment Opportunity (EEO)	1.0 \$114,751 Local Cost	This Human Resources Officer II position provides administration of the county's EEO and Americans with Disabilities Act programs.
	2	Employee Relations	3.0 \$257,119 Local Cost \$102,740 Revenue Supported \$154,379	These Human Resources Officer positions are responsible for labor negotiations and the administration of discipline, grievances, the various Memoranda of Understanding (MOU), the Personnel Rules, and applicable policies and procedures.
x	3	Commission on the Status of Women Suggestion Awards Program	1.0 \$32,002 Local Cost	A Clerk II position assists the Commission on the Status of Women and Suggestion Awards Program. The Commission on the Status of Women serves to advance the causes of all women and works to identify and eliminate inequities that affect their lives. The Suggestion Awards Program encourages employee participation in improving the efficiency and effectiveness of County operations.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General AAA HRD

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	7,172,819	7,728,774	470,803	-	8,199,577
Services and Supplies	2,356,469	3,844,467	(209,192)	-	3,635,275
Central Computer	129,054	129,054	(22,898)	-	106,156
Equipment	20,000	20,000	(20,000)		
Transfers	144,870	144,870	-	-	144,870
Total Exp Authority	9,823,212	11,867,165	218,713	-	12,085,878
Reimbursements	(1,996,000)	(2,409,635)	(35,900)	-	(2,445,535)
Total Appropriation	7,827,212	9,457,530	182,813	-	9,640,343
<u>Revenue</u>					
Current Services	401,032	399,000	-	-	399,000
Other Revenue	<u>2,498,348</u>	<u>3,884,077</u>	<u>-</u>	<u>-</u>	<u>3,884,077</u>
Total Revenue	2,899,380	4,283,077	-	-	4,283,077
Local Cost	4,927,832	5,174,453	182,813	-	5,357,266
Budgeted Staffing		129.8	(3.3)	-	126.5

GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General AAA HRD

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
Appropriation							
Salaries and Benefits	8,199,577	104,680	8,304,257	(768,377)	7,535,880	32,002	7,567,882
Services and Supplies	3,635,275	128,266	3,763,541	-	3,763,541	-	3,763,541
Central Computer	106,156	-	106,156	-	106,156	-	106,156
Equipment	-	20,000	20,000	-	20,000	-	20,000
Transfers	144,870	47,816	192,686	-	192,686	-	192,686
Total Exp Authority	12,085,878	300,762	12,386,640	(768,377)	11,618,263	32,002	11,650,265
Reimbursements	(2,445,535)	(1,480,273)	(3,925,808)	-	(3,925,808)	-	(3,925,808)
Total Appropriation	9,640,343	(1,179,511)	8,460,832	(768,377)	7,692,455	32,002	7,724,457
Revenue							
Current Services	399,000	35,500	434,500	-	434,500	-	434,500
Other Revenue	3,884,077	(1,215,011)	2,669,066	(299,288)	2,369,778	-	2,369,778
Total Revenue	4,283,077	(1,179,511)	3,103,566	(299,288)	2,804,278	-	2,804,278
Local Cost	5,357,266	-	5,357,266	(469,089)	4,888,177	32,002	4,920,179
Budgeted Staffing	126.5	(1.0)	125.5	(11.0)	114.5	1.0	115.5

1-5-4

HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	204,619	MOU.
	369,749	Retirement.
	10,235	Risk Management Workers' Compensation.
	(113,800)	30% Cost Reduction Plan (Delete 2.0 Public Service Employee, 0.3 Staff Analyst II, 1.0 Personnel Technician).
	<u>470,803</u>	
Services and Supplies	(186,978)	4% Spend Down Plan.
	50,000	Tuition fund for Specialized Peace Officers - approved by the Board on Sept. 10, 2002.
	14,302	Risk Management Liabilities.
	(816)	Incremental change in EHAP.
	(85,700)	30% Cost Reduction Plan.
	<u>(209,192)</u>	
Central Computer	<u>(22,898)</u>	
Equipment	<u>(20,000)</u>	
Reimbursements	<u>(35,900)</u>	30% Cost Reduction Plan.
Total Base Year Appropriation	<u>182,813</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>182,813</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(80,506)	Delete 1.0 Nurse Practitioner II.
	185,186	Step increases for various positions.
	<u>104,680</u>	
Services and Supplies	(23,319)	GASB 34 accounting change (EHAP).
	151,585	Adjustments for expected cost increases.
	<u>128,266</u>	
Equipment	<u>20,000</u>	Digital identification card machine.
Transfers	24,497	Increase for County Counsel charges.
	23,319	GASB 34 accounting change (EHAP).
	<u>47,816</u>	
Total Expenditure Authority	<u>300,762</u>	
Reimbursements	(1,480,273)	GASB 34 accounting change (EHAP, CEHW, and EAP).
Total Appropriation	<u>(1,179,511)</u>	
Current Services	35,500	Increased revenue for positions funded by various county departments.
Other Revenue	(1,215,011)	GASB 34 accounting change (EHAP, CEHW, and EAP).
Total Revenue	<u>(1,179,511)</u>	
Local Cost	<u>-</u>	

HUMAN RESOURCES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	13	11.0	768,377	299,288	469,089
Vacant Budgeted In Recruitment - Retain	2	2.0	127,960	91,809	36,151
Total Vacant	15	13.0	896,337	391,097	505,240
Recommended Restoration of Vacant Deleted	1	1.0	32,002	-	32,002

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Human Resources Officer II	4223	(1.0)	(114,751)	-	(114,751)
Clerk II	5017	(1.0)	(32,002)	-	(32,002)
Human Resources Officer II	15970	(1.0)	(59,997)	(59,997)	-
Human Resources Officer II	LY300319	(0.5)	(47,191)	(47,191)	-
Human Resources Officer II	LY300376	(0.5)	(47,191)	(47,191)	-
Human Resources Officer III	LY300377	(0.5)	(51,370)	-	(51,370)
Human Resources Officer I	LY300599	(0.5)	(51,370)	-	(51,370)
Human Resources Analyst II	3971	(1.0)	(69,411)	-	(69,411)
Human Resources Analyst I	73806	(1.0)	(75,498)	(75,498)	-
Human Resources Analyst I	73807	(1.0)	(69,411)	(69,411)	-
Human Resources Analyst II	76428	(1.0)	(80,529)	-	(80,529)
Employee Benefits Rep.	LY300379	(1.0)	(37,654)	-	(37,654)
Subtotal Recommended - Delete		(10.0)	(736,375)	(299,288)	(437,087)
Clerk II	90564	(1.0)	(32,002)	-	(32,002)
Subtotal Recommended - Retain		(1.0)	(32,002)	-	(32,002)
Total Slated for Deletion		(11.0)	(768,377)	(299,288)	(469,089)

Vacant Budgeted In Recruitment - Retain

Human Resources Officer II	778	1.0	91,809	91,809	-
Fiscal Clerk II	73548	1.0	36,151	-	36,151
Total in Recruitment Retain		2.0	127,960	91,809	36,151

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

HUMAN RESOURCES

POLICY DESCRIPTION FORM

Department/Group: Human Resources/Admin/Exec **Budget Code:** AAA HRD
Title: Restore Vacant Budgeted Position—Equal Employment Opportunity Office

PRIORITY: Rank 1 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This Human Resources Officer II position is the lead employee for the Equal Employment Opportunity Office (EEO). On March 8, 2003, this position was vacated due to a promotion. The position is responsible for:

- supervising preparation and monitoring of the federally mandated EEO plan and providing assistance to departments in establishing their EEO plans
- investigating and resolving discrimination and sexual harassment complaints
- providing training regarding compliance with state and federal laws pertaining to sexual harassment, the Americans with Disabilities Act (ADA), EEO, and other anti-discrimination legislation.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 114,751	\$ 118,000

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Human Resources Officer II	114,751
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 114,751 \$ 118,000

REVENUE (specify source)

_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:	\$ 0	\$ 0

LOCAL COST \$ 114,751 \$ 118,000

HUMAN RESOURCES

POLICY DESCRIPTION FORM

Department/Group: Human Resources Admin/Exec Budget Code: AAA HRD
 Title: Restoration of Vacant Deleted Positions—Employee Relations

PRIORITY: Rank 2 of 3 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Employee Relations is responsible for labor negotiations; discipline and grievance administration; compensation administration; and administration of the Memoranda of Understanding (MOU), Personnel Rules, and employment laws, policies and procedures. Among these positions, service would be provided to the Special Districts Department [0.5 Human Resources Officer (HRO) II], Human Services System Administration (0.5 HRO II), and the Economic Development/Public Services Group Administration (1.0 HRO II). Those positions would be fully reimbursed. The remaining 0.5 HRO I and 0.5 HRO III would provide support for the division's management.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 257,119	\$ 265,000

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
0.5	Human Resources Officer I	51,370
2.0	Human Resources Officer II	154,379
0.5	Human Resources Officer III	51,370

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____		
Total:	\$ 257,119	\$ 265,000

REVENUE (specify source)		
Current Services	154,379	162,000

Total:	\$ 154,379	\$ 162,000

LOCAL COST	\$ 102,740	\$ 103,000
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HUMAN RESOURCES

POLICY DESCRIPTION FORM

Department/Group: Human Resources Admin/Exec **Budget Code:** AAA HRD

Title: Restoration of Vacant Deleted Position—Commission on the Status of Women and Suggestion Award Program

PRIORITY: Rank 3 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

As part of the Human Resources Department 30% Cost Reduction Plan, this 1.0 Clerk II position was originally identified as slated for deletion; however, through an agreement with the County Administrative Office, the two half-time Public Service Employee positions that support the Commission on the Status of Women and the Suggestion Award program were slated for deletion instead. As part of the agreement, this full-time regular position is retained to support both of the aforementioned Board-mandated programs.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 32,002	\$ 33,000

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
1.0	Clerk II	32,002

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

<u>Item</u>	<u>Amount</u>

Reimbursements (specify) _____

Total: \$ 32,002 \$ 33,000

REVENUE (specify source)

Total: \$ 0 \$ 0

LOCAL COST \$ 32,002 \$ 33,000

HUMAN RESOURCES

BUDGET UNIT: EMPLOYEE HEALTH AND WELLNESS (AAA OCH)

I. GENERAL PROGRAM STATEMENT

The Center for Employee Health and Wellness is responsible for employee and applicant pre-employment and in-service medical examinations, medical records, representing the county in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the county's management on compliance with Occupational Safety and Health Administration (OSHA) regulations and occupational medical problems. The program had been financed by the county's Workers' Compensation Insurance Fund. Beginning in 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of the number of budgeted positions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,234,479	1,600,000	965,158	30,000
Total Revenue	1,633,020	1,600,000	974,780	30,000
Local Cost	(398,541)	-	(9,622)	-
Budgeted Staffing		13.8		13.0
<u>Workload Indicators</u>				
Preplacement Physicals	4,314	5,000	2,760	2,500
Work Injury/Illness Exams	1,416	1,500	1,550	1,600
Fitness-For -Duty-Exams	32	25	30	30
Other Exams	6,488	5,675	7,510	7,800

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

An anticipated reduction in hiring results in the deletion of 0.8 positions. The deleted positions include 0.5 Licensed Vocational Nurse and 0.3 Contracted Occupational Physician.

PROGRAM CHANGES

None.

OTHER CHANGES

Per GASB 34, departmental reimbursements are accounted for as reimbursements rather than revenue.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Employee Health and Wellness
FUND: General AAA OCH

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	783,800	944,780	79,325	-	1,024,105
Services and Supplies	44,255	518,117	(421,496)	-	96,621
Central Computer	8,394	8,394	(1,145)	-	7,249
Transfers	128,709	128,709	-	-	128,709
Total Exp Authority	965,158	1,600,000	(343,316)	-	1,256,684
Reimbursements	-	-	-	-	-
Total Appropriation	965,158	1,600,000	(343,316)	-	1,256,684
<u>Revenue</u>					
Current Services	974,780	1,600,000	(343,316)	-	1,256,684
Total Revenue	974,780	1,600,000	(343,316)	-	1,256,684
Local Cost	(9,622)	-	-	-	-
Budgeted Staffing		13.8	-	-	13.8

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Employee Health and Wellness
FUND: General AAA OCH

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,024,105	(57,651)	966,454	-	966,454	-	966,454
Services and Supplies	96,621	47,581	144,202	-	144,202	-	144,202
Central Computer	7,249	-	7,249	-	7,249	-	7,249
Transfers	128,709	40,070	168,779	-	168,779	-	168,779
Total Exp Authority	1,256,684	30,000	1,286,684	-	1,286,684	-	1,286,684
Reimbursements	-	(1,256,684)	(1,256,684)	-	(1,256,684)	-	(1,256,684)
Total Appropriation	1,256,684	(1,226,684)	30,000	-	30,000	-	30,000
Revenue							
Current Services	1,256,684	(1,226,684)	30,000	-	30,000	-	30,000
Total Revenue	1,256,684	(1,226,684)	30,000	-	30,000	-	30,000
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	13.8	(0.8)	13.0	-	13.0	-	13.0

HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	23,975	MOU.
	45,306	Retirement.
	10,044	Risk Management Workers' Comp.
	<u>79,325</u>	
Services and Supplies	7,055	Risk Management liabilities.
	(208)	Incremental change in EHAP.
	<u>(428,343)</u>	Cost reductions due to decrease in demand.
	<u>(421,496)</u>	
Central Computer Charges	<u>(1,145)</u>	
Total Base Year Appropriation	<u>(343,316)</u>	
Total Base Year Revenue	<u>(343,316)</u>	Revenue adjustments for budget changes and cost reductions.
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(57,651)</u>	Staffing decreases due to decreased demand for service.
Services and Supplies	(2,600)	GASB 34 accounting change (EHAP).
	<u>50,181</u>	Adjustments for expected cost increases.
	<u>47,581</u>	
Transfers	2,600	GASB 34 accounting change (EHAP).
	<u>37,470</u>	Increase in rent expense.
	<u>40,070</u>	
Total Exp Authority	<u>30,000</u>	
Reimbursements	<u>(1,256,684)</u>	GASB 34 accounting change (departmental charges for OCH services).
Total Appropriation	<u>(1,226,684)</u>	
Current Services	<u>(1,226,684)</u>	GASB 34 accounting change (departmental charges for OCH services).
Total Revenue	<u>(1,226,684)</u>	
Local Cost	<u>-</u>	

HUMAN RESOURCES

BUDGET UNIT: UNEMPLOYMENT INSURANCE (AAA UNI)

I. GENERAL PROGRAM STATEMENT

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management's objective for the program is cost containment. Unemployment insurance claims filed by former county employees are monitored and reviewed for eligibility, and challenged when appropriate to prevent abuse of the program. There is no staffing associated with this budget unit.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	<u>1,558,511</u>	<u>1,500,000</u>	<u>2,622,482</u>	<u>2,700,000</u>
Local Cost	1,558,511	1,500,000	2,622,482	2,700,000

Estimates for 2002-03 are significantly higher than budgeted due to an increase in the number of claims, which is attributable in part to the countywide reduction in Public Service Employees, and increased unemployment benefits. Former employees, including Public Service Employees, who are currently unemployed through no fault of their own, are eligible to receive unemployment benefits.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

DEPARTMENT: Human Resources - Unemployment Insurance
 FUND: General AAA RPR

ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	2,557,482	1,435,000	1,190,000	-	2,625,000
Services and Supplies	15,000	15,000	10,000	-	25,000
Transfers	50,000	50,000	-	-	50,000
Total Appropriation	2,622,482	1,500,000	1,200,000	-	2,700,000
Local Cost	2,622,482	1,500,000	1,200,000	-	2,700,000

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Unemployment Insurance
FUND: General AAA UNI

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,625,000	-	2,625,000	-	2,625,000	-	2,625,000
Services and Supplies	25,000	-	25,000	-	25,000	-	25,000
Transfers	50,000	-	50,000	-	50,000	-	50,000
Total Appropriation	2,700,000	-	2,700,000	-	2,700,000	-	2,700,000
Local Cost	2,700,000	-	2,700,000	-	2,700,000	-	2,700,000

Base Year Adjustments

Salaries and Benefits	<u>1,190,000</u>	Expected increase in cost of claims based on 2002-03 estimates.
Services and Supplies	<u>10,000</u>	Increased contract costs.
Total Appropriation	<u>1,200,000</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>1,200,000</u>	

HUMAN RESOURCES

BUDGET UNIT: COMMUTER SERVICES (SDF HRD)

I. GENERAL PROGRAM STATEMENT

This is a fund established to account for funds received under AB 2766 to finance mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the District. This fund receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD).

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	566,502	293,009	589,237
Total Revenue	289,502	277,000	291,744	301,000
Fund Balance		289,502		288,237
Budgeted Staffing		4.0		3.5

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing will decrease by 0.5 due to the deletion of 1.0 Public Service Employee and the addition of 0.5 Clerk III that works part-time.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: Human Resources - Commuter Services
 FUND: Special Revenue SDF HRD

FUNCTION: General
 ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	233,951	230,968	17,688	-	248,656
Services and Supplies	39,058	315,534	907	-	316,441
Transfers	20,000	20,000	693	-	20,693
Contingencies	-	-	-	-	-
Total Appropriation	293,009	566,502	19,288	-	585,790
<u>Revenue</u>					
Use of Money and Property	2,846	-	-	-	-
State, Fed or Gov't Aid	288,898	277,000	-	-	277,000
Total Revenue	291,744	277,000	-	-	277,000
Fund Balance		289,502	19,288	-	308,790
Budgeted Staffing		4.0	-	-	4.0

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Commuter Services
FUND: Special Revenue SDF HRD

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	248,656	696	249,352	-	249,352	-	249,352
Services and Supplies	316,441	(282,579)	33,862	-	33,862	-	33,862
Transfers	20,693	15,000	35,693	-	35,693	-	35,693
Contingencies	-	<u>270,330</u>	<u>270,330</u>	-	<u>270,330</u>	-	<u>270,330</u>
Total Appropriation	585,790	3,447	589,237	-	589,237	-	589,237
<u>Revenue</u>							
Use of Money & Prop	-	16,000	16,000	-	16,000	-	16,000
State, Fed or Gov't Aid	<u>277,000</u>	<u>8,000</u>	<u>285,000</u>	-	<u>285,000</u>	-	<u>285,000</u>
Total Revenue	277,000	24,000	301,000	-	301,000	-	301,000
Fund Balance	308,790	(20,553)	288,237	-	288,237	-	288,237
Budgeted Staffing	4.0	(0.5)	3.5	-	3.5	-	3.5

HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	6,468	MOU.
	10,920	Retirement.
	300	Risk Management Workers' Comp.
	<u>17,688</u>	
Services and Supplies	<u>907</u>	Risk Management liabilities.
Transfers	<u>693</u>	Incremental change in EHAP.
Total Appropriation	<u>19,288</u>	
Total Revenue	<u>-</u>	
Fund Balance	<u>19,288</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>696</u>	Step increases offset by the decrease of 1.0 part-time PSE and the addition of 0.5 Clerk III.
Services and Supplies	<u>(282,579)</u>	Reduce budgeted services and supplies and move excess appropriation to contingencies.
Transfers	<u>15,000</u>	Increased costs for administrative overhead.
Contingencies	<u>270,330</u>	Appropriation moved from services and supplies since funding is not yet earmarked for program expense.
Total Appropriation	<u>3,447</u>	
Revenue		
Use of Money & Prop	<u>16,000</u>	Interest.
State, Fed or Gov't Aid	<u>8,000</u>	Expected increase in program revenue from SCAQMD and MDAQMD.
Total Revenue	<u>24,000</u>	
Fund Balance	<u>(20,553)</u>	

HUMAN RESOURCES

BUDGET UNIT: EMPLOYEE BENEFITS & SERVICES (SDG HRD)

I. GENERAL PROGRAM STATEMENT

This fund was established to account for administrative and management fees collected for managing the County's various employee benefit plans. The fees collected are subsequently transferred to the general fund for the reimbursement of actual administrative and management costs. There is no staffing associated with this budget unit.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	2,621,200	2,072,000	2,780,863
Total Revenue	1,598,761	1,022,439	1,182,102	2,072,000
Fund Balance		1,598,761		708,863

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Beginning in fiscal year 2003-04, revenues for consulting fees will be transferred in from various medical and dental trust funds and then transferred out to the general fund. This method will provide better tracking for fully costing employee benefits administration.

IV. VACANT POSITION IMPACT

None.

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: Human Resources - Employee Benefits & Services
 FUND: Special Revenue SDG HRD

FUNCTION: General
 ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Transfers	2,072,000	2,621,200	-	-	2,621,200
Contingencies	-	-	-	-	-
Total Appropriation	2,072,000	2,621,200	-	-	2,621,200
<u>Revenue</u>					
Use of Money & Prop	150,000	-	-	-	-
Current Services	1,019,597	-	-	-	-
Other Revenue	12,505	1,022,439	-	-	1,022,439
Total Revenue	1,182,102	1,022,439	-	-	1,022,439
Fund Balance		1,598,761	-	-	1,598,761

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Employee Benefits & Services
FUND: Special Revenue SDG HRD

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
Appropriation							
Transfers	2,621,200	7,866	2,629,066	-	2,629,066	-	2,629,066
Contingencies	-	151,797	151,797	-	151,797	-	151,797
Total Appropriation	2,621,200	159,663	2,780,863	-	2,780,863	-	2,780,863
Revenue							
Use of Money & Prop	-	150,000	150,000	-	150,000	-	150,000
Current Services	-	1,337,000	1,337,000	-	1,337,000	-	1,337,000
Other Revenue	<u>1,022,439</u>	<u>(437,439)</u>	<u>585,000</u>	-	585,000	-	<u>585,000</u>
Total Revenue	1,022,439	1,049,561	2,072,000	-	2,072,000	-	2,072,000
Fund Balance	1,598,761	(889,898)	708,863	-	708,863	-	708,863

HUMAN RESOURCES

Recommended Program Funded Adjustments		
Transfers	<u>7,866</u>	Projected cost increase for benefits administration.
Contingencies	<u>151,797</u>	Adjustment for fund balance.
Total Appropriation	<u>159,663</u>	
Revenue		
Use of Money & Prop	<u>150,000</u>	Interest.
Current Services	900,000	Change in accounting; moved from other revenue. Also reflects reduced revenues due to projected countywide staffing decreases.
	<u>437,000</u>	Revenue from ING for salary savings plan administration.
	<u>1,337,000</u>	
Other Revenue	(1,022,439)	Change in accounting; moved to current services revenue.
	<u>585,000</u>	Revenue for consulting fees. Previously paid directly from trust funds.
	<u>(437,439)</u>	
Total Revenue	<u>1,049,561</u>	
Fund Balance	<u>(889,898)</u>	

HUMAN RESOURCES

BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs, and its insured programs. All programs are paid from selfinsurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each is billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	3,595,779	4,259,651	4,307,025	4,614,219
Total Financing Sources	3,919,490	4,259,651	4,486,951	4,614,219
Revenue Over (Under) Expense	323,711	-	179,926	-
Budgeted Staffing		65.0		65.0
Fixed Assets	38,491	8,429	-	-
<u>Workload Indicators</u>				
FISCAL SECTION				
Database Transactions	69,052	54,896	108,488	105,000
LIABILITY SECTION				
Auto Accidents	616	608	570	475
Open Claims	1,308	1,389	1,042	1,042
New Claims	1,542	1,727	1,518	1,265
Cases Per Adjuster	187	198	130	130
WORKERS' COMP SECTION				
Open Claims	2,457	2,422	2,630	2,630
New Claims	1,754	1,753	1,904	1,586
Cases Per Adjuster	189	186	202	202
SAFETY SECTION				
Employees Trained	3,800	5,000	7,065	5,000
Emergency Responses	156	85	119	85

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

HUMAN RESOURCES

IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>1.0</u>	Retain
Total Vacant	2.0	

Vacant Position Restoration Request:

The department has submitted a policy item for restoration of the 1.0 vacant Clerk II position that is slated for deletion. The County Administrative Office recommends this policy item, which will restore the department's request of 1.0 vacant budgeted position for the Emergency Medical Services Program. This restoration is recommended because it is required for processing of program claims. Administrative costs are fully reimbursed from the state.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Emergency Medical Services Program	1.0 \$32,002 Revenue Supported	This Clerk II position processes claims from emergency medical service providers for services provided to indigent patients.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Risk Management
FUND: Internal Service IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,623,133	3,638,796	329,117	-	3,967,913
Services and Supplies	984,807	920,195	3,852	-	924,047
Central Computer	39,834	39,834	(1,489)	-	38,345
Other Charges	-	1,575	-	-	1,575
Transfers	<u>118,500</u>	<u>118,500</u>	<u>(68)</u>	<u>-</u>	<u>118,432</u>
Total Exp Authority	4,766,274	4,718,900	331,412	-	5,050,312
Reimbursements	<u>(459,249)</u>	<u>(459,249)</u>	<u>-</u>	<u>-</u>	<u>(459,249)</u>
Total Oper Expense	4,307,025	4,259,651	331,412	-	4,591,063
<u>Revenue</u>					
Use of Money & Prop	70,100	-	-	-	-
Current Services	207,200	-	-	-	-
Other Revenue	118,500	50,000	-	-	50,000
Total Revenue	395,800	50,000	-	-	50,000
Operating Transfer In	<u>4,209,651</u>	<u>4,209,651</u>	<u>331,412</u>	<u>-</u>	<u>4,541,063</u>
Total Financing Sources	4,605,451	4,259,651	331,412	-	4,591,063
Total Rev Over/(Under) Exp	298,426	-	-	-	-
Budgeted Staffing		65.0	-	-	65.0
<u>Fixed Asset Exp</u>					
Equipment	-	8,429	-	-	8,429
Total Fixed Asset Exp	-	8,429	-	-	8,429

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Risk Management
FUND: Internal Services IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
Appropriation							
Salaries and Benefits	3,967,913	130,582	4,098,495	(32,002)	4,066,493	32,002	4,098,495
Services and Supplies	924,047	(74,872)	849,175	-	849,175	-	849,175
Central Computer	38,345	-	38,345	-	38,345	-	38,345
Other Charges	1,575	(1,575)	-	-	-	-	-
Transfers	118,432	25,037	143,469	-	143,469	-	143,469
Total Exp Authority	5,050,312	79,172	5,129,484	(32,002)	5,097,482	32,002	5,129,484
Reimbursements	(459,249)	(56,016)	(515,265)	-	(515,265)	-	(515,265)
Total Oper Expense	4,591,063	23,156	4,614,219	(32,002)	4,582,217	32,002	4,614,219
Revenue							
Use of Money & Prop	-	70,000	70,000	-	70,000	-	70,000
Current Services	-	225,000	225,000	-	225,000	-	225,000
Other Revenue	50,000	(50,000)	-	-	-	-	-
Total Revenue	50,000	245,000	295,000	-	295,000	-	295,000
Operating Transfer In	4,541,063	(221,844)	4,319,219	(32,002)	4,287,217	32,002	4,319,219
Total Financing Sources	4,591,063	23,156	4,614,219	(32,002)	4,582,217	32,002	4,614,219
Total Rev Over/(Under) Exp	-	-	-	-	-	-	-
Budgeted Staffing	65.0	-	65.0	(1.0)	64.0	1.0	65.0
Fixed Asset Exp							
Equipment	8,429	(8,429)	-	-	-	-	-
Total Fixed Asset Exp	8,429	(8,429)	-	-	-	-	-

HUMAN RESOURCES

Base Year Adjustments		
Salaries and Benefits	108,225	MOU.
	202,528	Retirement.
	18,364	Risk Management Workers' Compensation.
	<u>329,117</u>	
Services and Supplies	<u>3,852</u>	Risk Management Liabilities.
Central Computer	<u>(1,489)</u>	
Transfers	<u>(68)</u>	Incremental change in EHAP.
Total Base Year Operating Expenses	<u>331,412</u>	
Total Base Year Financing Sources	<u>331,412</u>	
Rev Over/(Under) Exp	<u>-</u>	

Recommended Program Funded Adjustments		
Salaries and Benefits	<u>130,582</u>	Step increases for various positions.
Services and Supplies	(11,337)	GASB 34 accounting change (EHAP).
	<u>(63,535)</u>	Decrease for expected spending reduction.
	<u>(74,872)</u>	
Other Charges	<u>(1,575)</u>	Reduced interest costs for lease-purchase of equipment.
Transfers	11,337	GASB 34 accounting change (EHAP).
	<u>13,700</u>	Increased administrative overhead paid to AAA HRD.
	<u>25,037</u>	
Total Expenditure Authority	<u>79,172</u>	
Reimbursements	(56,016)	Increased reimbursements from sub funds due to increased salary and benefit costs.
Total Operating Expenses	<u>23,156</u>	
Revenue		
Use of Money/Property	<u>70,000</u>	Expected interest earnings.
Current Services	<u>225,000</u>	Emergency Physicians Reimbursement program.
Other Revenue	<u>(50,000)</u>	Reclassification of revenue to current services.
Total Revenue	<u>245,000</u>	
Operating Transfer In	(221,844)	Reduced operating transfers-in due to increased revenue from other sources.
Total Financing Sources	<u>23,156</u>	
Rev Over/(Under) Exp	<u>-</u>	
Fixed Asset Exp		
Lease-Purchase Equip	<u>(8,429)</u>	Eliminate budgeted fixed assets.

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,002	32,002	-
Vacant Budgeted In Recruitment - Retain	1	1.0	75,164	75,164	-
Total Vacant	2	2.0	107,166	107,166	-
Recommended Restoration of Vacant Deleted		1.0	32,002	32,002	-

HUMAN RESOURCES

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Revenue Over/(Under)</u>
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					

Vacant Budgeted Not In Recruitment

Clerk II	LY300029	(1.0)	(32,002)	(32,002)	-
Total Slated for Deletion		(1.0)	(32,002)	(32,002)	-

Vacant Budgeted In Recruitment - Retain

Workers Comp Adjuster II	10789	1.0	75,164	75,164	-
Total in Recruitment - Retain		1.0	75,164	75,164	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

HUMAN RESOURCES

POLICY DESCRIPTION FORM

Department/Group: Human Resources Risk Management/ Admin/Exec **Budget Code:** IBP RMG

Title: Restoration of Vacant Budgeted Position

PRIORITY: Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

On July 1, 2002, the Board directed Risk Management to assume responsibility for the Emergency Medical Services Program from Arrowhead Health Administrators. Budgeted staffing for this program, including this Clerk II position, was based on the projected ongoing workload plus a backlog of 5,000 claims and was approved as part of the 2002-03 budget. When Risk Management took over the program there were actually 31,000 backlogged claims. Two Public Service Employees and one extra help Fiscal Clerk I were hired to work the backlogged claims. The current backlog has been reduced to 15,000 claims. As part of the 2003-04 budget, Risk Management has eliminated all budgeted extra help positions. When these positions are deleted, the Clerk II position will be required to continue processing backlogged and ongoing claims.

		<u>2003-04</u>	<u>Ongoing 2004-05</u>
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		\$ 32,002	\$ 33,600
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
1.0	Clerk II	32,002	
_____	_____	_____	
_____	_____	_____	
Services & Supplies		_____	_____
Other (specify) _____		_____	_____
Equipment		_____	_____
FIXED ASSETS			
<u>Item</u>		<u>Amount</u>	
_____		_____	
_____		_____	
_____		_____	
Reimbursements (specify) _____		_____	_____
Total:		<u>\$ 32,002</u>	<u>\$ 33,600</u>
REVENUE (specify source)			
Current Services		32,002	33,600
_____		_____	_____
_____		_____	_____
Total:		<u>\$ 32,002</u>	<u>\$ 33,600</u>
Revenue Over (Under) Expense		<u>\$ 0</u>	<u>\$ 0</u>

HUMAN RESOURCES

BUDGET UNIT: INSURANCE PROGRAMS (ALL ISFs EXCEPT IBP)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured and insured insurance programs. All programs are paid from these self-insurance funds and financed by general fund and non-general fund departments, as well as the Board Governed Special Districts and County Service Areas. Self-insurance and insurance programs include auto liability, property, surety, comprehensive auto, law enforcement liability, workers' compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. There is no staffing associated with this budget unit. Revenue over expense is used to meet actuarially determined claims reserve requirements.

II. BUDGET & WORKLOAD HISTORY

	Actual	Budget	Estimated	Department
	2001-02	2002-03	2002-03	Request
	2003-04			
Total Operating Expense	54,999,503	46,735,896	59,094,213	47,652,314
Total Financing Sources	48,018,910	49,765,885	56,424,195	49,002,994
Revenue Over/(Under) Expense	(6,980,593)	3,029,989	(2,670,018)	1,350,680

Estimated operating expenses and revenue for 2002-03 are higher than budget due to an accounting change regarding reporting for guaranteed investment contract (GIC) disbursements and reimbursements. Transfers for the GIC are estimated at \$10,604,358 and revenues are estimated at \$10,547,530. Per the investment schedule, there is minimal GIC activity in 2003-04.

Revenue over/(under) expense varies significantly from budget because of an unbudgeted \$4.5 million dividend paid to Transportation/Flood Control; increased Workers' Compensation payments due to the increased benefit levels; decreased Workers' Compensation revenue due to decreased staffing in the County; and increased excess insurance premiums for general, automobile, and pollution liability programs.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Operating transfers in and out are impacted significantly due to scheduled reductions in GIC disbursements and reimbursements.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Risk Management
FUND: Internal Service (All Except IBP)

FUNCTION: General
ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	40,455,496	38,874,268	-	-	38,874,268
Other Charges	146,804	142,500	-	-	142,500
Total Appropriation	40,602,300	39,016,768	-	-	39,016,768
Operating Transfers Out	18,491,913	7,719,128	-	-	7,719,128
Total Oper Expense	59,094,213	46,735,896	-	-	46,735,896
<u>Revenue</u>					
Use of Money & Prop	(141,105)	948,175	-	-	948,175
Current Services	35,723,935	41,592,810	-	-	41,592,810
Other Revenue	(206,082)	81,900	-	-	81,900
Total Revenue	35,376,748	42,622,885	-	-	42,622,885
Operating Transfers In	21,047,447	7,143,000	-	-	7,143,000
Total Financing Sources	56,424,195	49,765,885	-	-	49,765,885
Rev Over/(Under) Exp	(2,670,018)	3,029,989	-	-	3,029,989

GROUP: Administrative/Executive
 DEPARTMENT: Human Resources - Risk Management
 FUND: Internal Service (All Except IBP)

FUNCTION: General
 ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	38,874,268	4,321,827	43,196,095	-	43,196,095	-	43,196,095
Other Charges	142,500	(5,500)	137,000	-	137,000	-	137,000
Total Appropriation	39,016,768	4,316,327	43,333,095	-	43,333,095	-	43,333,095
Operating Transfers Out	7,719,128	(3,399,909)	4,319,219	-	4,319,219	-	4,319,219
Total Oper Expense	46,735,896	916,418	47,652,314	-	47,652,314	-	47,652,314
Revenue							
Use of Money & Prop	948,175	(679,375)	268,800	-	268,800	-	268,800
Current Services	41,592,810	6,571,884	48,164,694	-	48,164,694	-	48,164,694
Other Revenue	81,900	(35,400)	46,500	-	46,500	-	46,500
Total Revenue	42,622,885	5,857,109	48,479,994	-	48,479,994	-	48,479,994
Operating Transfers In	7,143,000	(6,620,000)	523,000	-	523,000	-	523,000
Total Financing Sources	49,765,885	(762,891)	49,002,994	-	49,002,994	-	49,002,994
Total Rev Over/(Under) Exp	3,029,989	(1,679,309)	1,350,680	-	1,350,680	-	1,350,680

HUMAN RESOURCES

Recommended Program Funded Adjustments		
Services and Supplies	496,815	Increased workers' compensation excess insurance premiums.
	1,005,168	Increase for other excess insurance premiums.
	572,185	Increased other general liability insurance premiums.
	150,528	Increased malpractice insurance premiums.
	(261,502)	Decreased airport and aircraft liability insurance.
	1,333,163	Increase for other insurance premiums.
	99,750	Increase for risk reduction programs.
	780,170	Increase for judgments and settlements.
	(91,450)	Decreased management and technical services.
	237,000	Increase for medical treatment expenses.
	<u>4,321,827</u>	
Other Charges	<u>(5,500)</u>	Decreased taxes and assessments.
Total Appropriation	<u>4,316,327</u>	
Operating Transfers Out	<u>(3,399,909)</u>	Decreased GIC payments of \$3,475,521 and transfers to IBP for overhead.
Total Operating Expenses	<u>916,418</u>	
Revenue		
Use of Money & Prop	<u>(679,375)</u>	Decreased interest revenue.
Current Services	6,571,884	Increased insurance premium revenue of \$ 7,069,384, decreased claim cost recoveries of \$360,500 and subrogation for departments of \$137,000.
Other Revenue	<u>(35,400)</u>	Decreased revenue from return of stale-dated checks.
Total Revenue	<u>5,857,109</u>	
Operating Transfers In	<u>(6,620,000)</u>	Decreased GIC proceeds.
Total Sources	<u>(762,891)</u>	
Total Rev Over(Under) Exp	<u>(1,679,309)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: INFORMATION SERVICES DEPARTMENT
CHIEF INFORMATION OFFICER: LEYDEN L. HAHN

	2003-04				
	Appropriations/Oper			Rev Over	
	Expense	Revenue	Local Cost	(Under) Exp	Staffing
Application Development	10,208,475	4,480,501	5,727,974		94.8
Emerging Technology Division	1,755,861	274,900	1,480,961		17.2
Computer Operations	19,943,189	15,981,129		(3,962,060)	129.9
Network Services	17,499,757	17,499,757		-	102.2
Total	49,407,282	38,236,287	7,208,935	(3,962,060)	344.1

BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)

I. GENERAL PROGRAM STATEMENT

Information Services' Application Development Division develops, enhances and maintains computerized business systems. In addition, Application Development provides management and coordination of large multi-departmental automation projects, consultation for a wide variety of vendor platforms, acquisition and integration of turnkey software applications and proposal development.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	12,763,168	11,722,743	10,391,836	10,208,475
Total Revenue	6,512,817	6,431,886	5,344,485	4,480,501
Local Cost	6,250,351	5,290,857	5,047,351	5,727,974
Budgeted Staffing		101.3		94.8
<u>Workload Indicators</u>				
Project Hours	149,873	149,479	136,800	127,400

In 2002-03 appropriations of \$11,722,743 are estimated to be under budget by \$1,330,907 as a result of cost reduction measures implemented to offset reduced revenues caused by State budget cuts and adjustments for the 4% spend down plan. Expenditure reductions include savings from vacant positions (\$480,172); reduced services and supplies (\$800,735); and the deletion of fixed asset purchases (\$50,000). The decrease in project hours in 2003-04 reflects the impact of the 4% spend down and reduced revenues from HSS. These reductions translate into a loss of approximately 22,079 project hours from contracted professional services and regular staff time of 6.5 budgeted staffing.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in Base Year Adjustments is a decrease of 3.0 positions (1.0 Team Leader, 1.0 Team Aide II and 1.0 Programmer Analyst/Programmer) which were eliminated as a result of the 4% Spend Down Plan.

The reduction of 3.5 Programmer III positions was eliminated based on further cost reduction measures to compensate for lower revenues.

PROGRAM CHANGES

Service revenues from Human Services, Courts, Public Health and District Attorney decreased from a budget of \$3.8 million in 2002-03 to \$1.3 million in 2003-04. This reduction of \$2.5 million was caused primarily by state budget cuts and has impacted this budget significantly. Some of the lost revenue has been offset partially by

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projected revenue increases of \$500,000 by projects in Public Works, GIS parcel base map and various countywide management projects. Support costs in computer software, training, equipment purchases, general office expenses, and travel budgets have been reduced drastically to offset these revenue losses in order to stay within local cost.

For the most part, service levels within the unit have declined for affected departments and the ability to respond to additional service requests has also been impacted. Any additional cuts in this budget unit will further reduce the ability to support critical business systems used by the Fiscal, Law and Justice, Sheriff and Administrative groups. The use of contract resources in the professional services budget has also been reduced by \$1.2 million and nearly eliminated to accommodate needed cost reductions.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment <u>1.0</u>		Retain
Total Vacant	2.0	

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: Information Services
 FUND: General AAA SDD

FUNCTION: General
 ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	7,650,100	8,130,272	427,910	-	8,558,182
Services and Supplies	2,212,889	3,013,624	(1,014,253)	-	1,999,371
Central Computer	117,269	117,269	(26,942)	-	90,327
Equipment	-	50,000	(50,000)	-	-
Transfers	<u>411,578</u>	<u>411,578</u>	<u>(47,687)</u>	<u>-</u>	<u>363,891</u>
Total Appropriation	10,391,836	11,722,743	(710,972)	-	11,011,771
<u>Revenue</u>					
Current Services	<u>5,344,485</u>	<u>6,431,886</u>	<u>(1,148,089)</u>	<u>-</u>	<u>5,283,797</u>
Total Revenue	5,344,485	6,431,886	(1,148,089)	-	5,283,797
Local Cost	5,047,351	5,290,857	437,117	-	5,727,974
Budgeted Staffing		101.3	(3.0)	-	98.3

GROUP: Administrative/Executive
DEPARTMENT: Information Services
FUND: General AAA SDD

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	8,558,182	(6,055)	8,552,127	(71,866)	8,480,261	-	8,480,261
Services and Supplies	1,999,371	(862,490)	1,136,881	-	1,136,881	-	1,136,881
Central Computer	90,327	-	90,327	-	90,327	-	90,327
Equipment	-	-	-	-	-	-	-
Transfers	<u>363,891</u>	<u>65,249</u>	<u>429,140</u>	-	<u>429,140</u>	-	<u>429,140</u>
Total Appropriation	11,011,771	(803,296)	10,208,475	(71,866)	10,136,609	-	10,136,609
<u>Revenue</u>							
Current Services	<u>5,283,797</u>	<u>(803,296)</u>	<u>4,480,501</u>	-	<u>4,480,501</u>	-	<u>4,480,501</u>
Total Revenue	5,283,797	(803,296)	4,480,501	-	4,480,501	-	4,480,501
Local Cost	5,727,974	-	5,727,974	(71,866)	5,656,108	-	5,656,108
Budgeted Staffing	98.3	(3.5)	94.8	(1.0)	93.8	-	93.8

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Base Year Adjustments

Salaries and Benefits	223,983	MOU.
	423,444	Retirement.
	10,755	Risk Management Workers Comp.
	(230,272)	4% Spend Down Plan- (Delete 1.0 Team Leader, 1.0 Team Aide II, 1.0 Programmer Analyst/Programmer).
	<u>427,910</u>	
Services and Supplies	(1,037,228)	4% Spend Down Plan.
	<u>22,975</u>	Risk Management Liabilities.
	<u>(1,014,253)</u>	
Central Computer	<u>(26,942)</u>	
Equipment	<u>(50,000)</u>	4% Spend Down Plan.
Transfers	(42,223)	4% Spend Down Plan.
	<u>(5,464)</u>	Incremental change in EHAP.
	<u>(47,687)</u>	
Total Base Year Appropriation	<u>(710,972)</u>	
Current Services	<u>(1,148,089)</u>	4% Spend Down Plan.
Total Base Year Revenue	<u>(1,148,089)</u>	
Total Base Year Local Cost	<u>437,117</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(6,055)	The reduction of 3.5 Programmer III's was due to reduced service revenues; offset by step increases and increase cost for overtime and call back.
Services and Supplies	(839,464)	Reduced professional services contractor costs due to decreased revenues.
	<u>(23,026)</u>	GASB 34 Accounting Change (EHAP).
	<u>(862,490)</u>	
Transfers	42,223	Increase to reflect changes in internal cost transfers to IAJ.
	<u>23,026</u>	GASB 34 Accounting Change (EHAP).
	<u>65,249</u>	
Total Appropriation	<u>(803,296)</u>	
Revenue	(803,296)	Decreased to reflect reduced service revenues from HSS, Public Health and Courts partially offset by increased revenues from Public Works, GIS and workflow and content management projects.
	<u>(803,296)</u>	
Total Revenue	<u>(803,296)</u>	
Local Cost	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	71,866	-	71,866
Vacant Budgeted in Recruitment - Retain	1	1.0	108,526	-	108,526
Total Vacant	2	2.0	180,392	-	180,392
Recommended Resoration of Vacant Deleted	-	-	-	-	-

**Vacant Position Impact
AAA SDD Detail**

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
Programmer III	4627	(1.0)	(71,866)	-	(71,866)
Subtotal Recommended - Delete		(1.0)	(71,866)	-	(71,866)
Total Slated for Deletion		(1.0)	(71,866)	-	(71,866)
<u>Vacant Budgeted In Recruitment - Retain</u>					
Business Systems Analyst II	70013	1.0	108,526	-	108,526
Total in Recruitment Retain		1.0	108,526	-	108,526

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

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BUDGET UNIT: EMERGING TECHNOLOGIES DIVISION (AAA ETD)

I. GENERAL PROGRAM STATEMENT

The Emerging Technologies Division (ETD) researches, evaluates and recommends technology-oriented products and solutions with the focus of improving internal county processes as well as enabling electronic access by the public to county services. ETD is responsible for maintaining and managing the county's internal and external web sites. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both the county departments and the public. GIMS responsibilities include ongoing maintenance of the county's street network and development of the parcel basemap.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Appropriation	-	1,792,210	1,356,086	1,755,861
Total Revenue	-	273,940	182,263	274,900
Local Cost	-	1,518,270	1,173,823	1,480,961
Budgeted Staffing		19.1		17.2
<u>Workload Indicators</u>				
Emerging Technology major projects	-	4	12	10
GIS Application Projects	-	150	155	150
GIS Mapping Projects	-	250	300	300
Street Network: Segments maintained	-	128,463	131,000	133,500

In 2002-03 appropriations are estimated under budget by \$436,124 resulting from cost reductions measures implemented for the 4% spend down plan that include vacant budgeted staffing savings of \$283,717 and reduced expenditures in software, equipment purchases, training totaling \$127,407 and deletion of fixed purchases totaling \$25,000. As a newly established unit, workload estimates for the first year were based on the assumption that the scope of the projects would be large. The actual size of projects during the year was smaller in scope and as a result staff was able to complete more projects. Projects estimates for next year are expected to remain the same based on reduced staffing.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is a net decrease of 1.9 positions as a result of the deletion of 1.0 Programmer III in the 4% Spend Down Plan and 1.0 Programmer III in the 30% Cost Reduction Plan. These reductions were offset by 0.1 of overtime hours in the Programmer III position.

PROGRAM CHANGES

Services and supplies cost in computer software, equipment purchases, and professional services budget were reduced to compensate for salary cost increases of employee step advancement, increased on-call, and higher administrative support cost. Minor reductions in interest and lease purchase principal payments were made to adjust for declining requirements of existing lease purchase loans. ETD will provide GIS support for the Big Bear Watershed program in 2003-04 using grant funding secured by the City of Big Bear.

Projected revenue increased a little reflecting change in Street Network subscription services, completion of contract with the City of Rialto, mapping projects and GIS Watershed program with City of Big Bear.

OTHER CHANGES

ETD will provide GIS quality assurance and control of data delivered to the county by contract vendor, ERSI in the completion of the parcel basemap.

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IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	2.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	4.0	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of 1.0 vacant budgeted Programmer Analyst III position that is slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	Emerging Technology Division	1.0 \$80,996 Local Cost	If this Programmer Analyst III position is not filled, required security projects will be delayed beyond the regulatory deadlines required in the HIPAA regulation and the County will be exposed to penalties due to known noncompliant security vulnerabilities.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: Information Services - Emerging Technologies
 FUND: General AAA ETD

FUNCTION: General
 ACTIVITY: Other

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,102,251	1,385,968	(65,491)	-	1,320,477
Services and Supplies	158,577	285,629	21,016	-	306,645
Central Computer	3,513	3,513	4,832	-	8,345
Other Charges	395	750	-	-	750
Equipment	6,635	31,635	-	-	31,635
Transfers	<u>84,715</u>	<u>84,715</u>	<u>2,334</u>	<u>-</u>	<u>87,049</u>
Total Appropriation	1,356,086	1,792,210	(37,309)	-	1,754,901
<u>Revenue</u>					
Current Services	<u>182,263</u>	<u>273,940</u>	<u>-</u>	<u>-</u>	<u>273,940</u>
Total Revenue	182,263	273,940	-	-	273,940
Local Cost	1,173,823	1,518,270	(37,309)	-	1,480,961
Budgeted Staffing		19.1	(1.9)	-	17.2

GROUP: Administrative/Executive
DEPARTMENT: Information Services - Emerging Technologies
FUND: General AAA ETC

FUNCTION: General
ACTIVITY: Other

INFORMATION SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I + J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
<u>Appropriation</u>							
Salaries and Benefits	1,320,477	49,284	1,369,761	(161,992)	1,207,769	-	1,207,769
Services and Supplies	306,645	(46,467)	260,178	-	260,178	-	260,178
Central Computer	8,345	-	8,345	-	8,345	-	8,345
Other Charges	750	(500)	250	-	250	-	250
Equipment	31,635	(2,335)	29,300	-	29,300	-	29,300
Transfers	<u>87,049</u>	<u>978</u>	<u>88,027</u>	-	<u>88,027</u>	-	<u>88,027</u>
Total Appropriation	1,754,901	960	1,755,861	(161,992)	1,593,869	-	1,593,869
<u>Revenue</u>							
Current Services	<u>273,940</u>	<u>960</u>	<u>274,900</u>	-	<u>274,900</u>	-	<u>274,900</u>
Total Revenue	273,940	960	274,900	-	274,900	-	274,900
Local Cost	1,480,961	-	1,480,961	(161,992)	1,318,969	-	1,318,969
Budgeted Staffing	17.2	-	17.2	(2.0)	15.2	-	15.2

INFORMATION SERVICES

Base Year Adjustments

Salaries and Benefits	30,775	MOU.
	58,724	Retirement.
	1,438	Risk Management Workers' Comp.
	(60,731)	4% Spend Down Plan - Delete 1.0 Programmer III offset by 0.1 in overtime.
	(95,697)	30% Cost Reduction Plan - delete 1.0 Programmer III.
	<u>(65,491)</u>	
Services and Supplies	<u>21,016</u>	Risk Management Liabilities.
Central Computer	<u>4,832</u>	
Transfers	<u>2,334</u>	Incremental change in EHAP.
Total Appropriation	<u>(37,309)</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>(37,309)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>49,284</u>	Step increases.
Services and Supplies	(45,489)	Cost reductions in computer software, equipment purchases and professional services.
	<u>(978)</u>	GASB 34 Accounting Change (EHAP).
	<u>(46,467)</u>	
Other Charges	<u>(500)</u>	Reduced interest cost loans.
Equipment	<u>(2,335)</u>	Reduced principal portion on lease-purchase loans.
Transfers	<u>978</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>960</u>	
Revenue		
Current Services	<u>960</u>	Net increase in projected revenues from Street Network Subscription, Mapping and Technology projects.
	<u></u>	
Total Revenue	<u>960</u>	
Local Cost	<u>-</u>	

INFORMATION SERVICES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	2	2.0	161,992	-	161,992
Vacant Budgeted in Recruitment - Retain	2	2.0	103,747	-	103,747
Total Vacant	4	4.0	265,739	-	265,739
Recommended Resoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact AAA ETD Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
<u>Vacant Budgeted Not in Recruitment</u>					
Programmer Analyst III	12141	(1.0)	(80,996)	-	(80,996)
Programmer Analyst III	4647	(1.0)	(80,996)	-	(80,996)
Total Slated for Deletion		(2.0)	(161,992)	-	(161,992)
<u>Vacant Budgeted In Recruitment - Retain</u>					
Geographic Info Sys Tech II	1946	1.0	50,198	-	50,198
Geographic Info Sys Tech III	10282	1.0	53,549	-	53,549
Total in Recruitment Retain		2.0	103,747	-	103,747

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

INFORMATION SERVICES

POLICY DESCRIPTION FORM

Department/Group: Information Services/Admin/Exec Budget Code: AAA ETD
 Title: Restore 1.0 Funded Position for Emerging Technology

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Restore 1.0 funded Programmer Analyst III position. This funded position has been held vacant as part of the hiring freeze. ISD's staffing plan included filling this position during the first quarter of 2003-04. Restoring this position will not impact local cost or Board approved targets. Programmer Analyst Position 04647 will enable the county to initiate a number of important security projects to protect data and computer systems assets from unauthorized access and attacks. We need to implement a countywide Intrusion Detection System that is more sophisticated to reduce the risk of an intruder gaining access to our network. Another important project for this position is assisting departments in developing and implementing security and privacy plans for their departmental data.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 80,996	\$ 80,996

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Programmer Analyst III	80,996

Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____		
Total:	\$ 80,996	\$ 80,996

REVENUE (specify source) _____		
Total:	\$ 0	\$ 0

LOCAL COST	\$ 80,996	\$ 80,996
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INFORMATION SERVICES

BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)

I. GENERAL PROGRAM STATEMENT

The Computer Operations Division is comprised of five Sections: Technology Production Control, Integrated Document Management, Wide Area Network, Local Area Network and Systems Support Services. The division supports county departments on a 24/7 basis.

Technology Operations Production Control Services is tasked with the administration and support of the county's enterprise servers, departmental mid-range computers, and over 140 client server computer systems. The section is responsible for maintaining a stabilized environment for the enterprise data center, cross system platform automation, report distribution and disaster recovery.

The Integrated Document Management Section operates the integrated document management, document conversion, data entry and microfilm for the county. The Systems Support Section centralizes and physically consolidates the infrastructure and administration to support the efficient management of countywide servers.

The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 20,000 users. The Local Area Network (LAN) section provides departmental support for the management of local networks connecting computers within buildings.

The Computer Operations budget unit is an Internal Service Fund (ISF). As an ISF net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Budget 2003-04
Total Operating Expense	18,457,651	20,177,069	22,323,490	19,943,189
Total Revenue	19,440,566	20,177,069	18,877,280	15,981,129
Revenue Over/(Under) Expense	982,915	-	(3,446,210)	(3,962,060)
Budgeted Staffing		154.4		129.9
Fixed Assets	1,123,668	2,879,261	1,029,822	1,522,046
Unrestricted Net Assets Available at Yr End	7,275,075		5,449,094	
Workload Indicators				
PC Users/E-Mail Customers	15,463	14,467	14,697	14,697
Record Keyed	19,023,588	19,901,199	21,065,667	21,065,667
Dist. Depart. Sys. Sup. Bill. Hrs.	10,328	6,868	3,767	3,767
Telepro. Sup. Billable Hrs.	6,117	7,146	3,600	3,600
Wan Connections	359	363	367	370
CPU Hours	17,621	13,630	17,902	17,902
PC Desktop Billable Hours	19,369	26,299	21,000	20,000

In 2002-03 operating expenses estimated over budget by \$1,676,533. This is caused by a combination of a mid year approval of \$3.0 million for the Geographical Information System (GIS) parcel base map project and mitigated by cost reduction measures of \$1,323,467. One time funding of \$2.0 million for GIS parcel base map project was transferred from IAM. Revenue is estimated under budget by \$1,299,789 due to a decrease in projected service revenues. The expense over revenue of \$2,976,322 results from the approved one-time funding of the GIS project from the use of unrestricted net assets in this fund. Fixed assets purchases are under budget because of cost cutting measures.

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III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall budgeted staffing decreased by 24.5 vacant budgeted positions. Changes included the deletion of 6.0-Automated Systems Analyst I; 1.0-Automated Systems Analyst II; 1.0-Chief Data Entry Supervisor; 3.0-Clerk II; 3.0-Computer Operator; 1.0-Data Control Clerk III; 2.0-Data Entry Operator II; 1.0-Data Processing Scheduler; 3.0-P1-Product Analyst; 3.0-Product Specialist and 1.0-Programmer Analyst III XHelp. These deletions were needed for cost savings to compensate for projected revenue decreases and budget constraints. Decreases were offset slightly by increase overtime usage of 0.5 positions.

Salaries and benefit cost for approximately 24.5 positions totaling \$1,122,385 was deleted in order to manage to projected workload changes, decreased service revenues and to help offset cost increases in other expense areas.

PROGRAM CHANGES

Staffing and the purchase of services and supplies were reduced to bare minimum levels to hold current year service rates the same and to help offset cost increases.

Services and supplies cost in Computer Software, equipment purchases, training, equipment rental and interest expense budgets were decrease by \$1,417,639. These reductions were required to offset declining revenues and cost increases of \$1,166,976 for inflation and insurance; higher cost to maintain internal business applications; GIS parcel base map costs; increase in administrative support costs; increased equipment depreciation expenses and to establish a Quality Assurance (QA) program. COWCAP budget was reduced by \$110,592 to reflect actual cost allocation of the plan.

The above changes are necessary to maintain a break-even status with projected service revenues, which are declining.

Service revenue projections have decreased by \$1,483,640 in anticipation of further service impacts of future State budget cuts in user departments.

Fixed asset equipment purchases decreased by \$1,357,215 to reflect current requirements; fully amortized lease purchase equipment loans; and budget constraints.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 5.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	5.0	Slated for Deletion
Vacant Budgeted in Recruitment	<u>0.0</u>	Retain
Total Vacant	5.0	

Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Information Services - Computer Operations
FUND: Internal Services IAJ ALL

FUNCTION: General
ACTIVITY: Computer Operation

INFORMATION SERVICES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	8,091,565	9,598,469	811,988	-	10,410,457
Services and Supplies	14,027,910	10,439,585	-	-	10,439,585
Other Charges	<u>36,446</u>	<u>36,446</u>	<u>-</u>	<u>-</u>	<u>36,446</u>
Total Exp Authority	22,155,921	20,074,500	811,988	-	20,886,488
Reimbursements	(856,920)	(856,920)	-	-	(856,920)
Depreciation	1,024,489	959,489	-	-	959,489
Total Operating Expense	22,323,490	20,177,069	811,988	-	20,989,057
<u>Revenue</u>					
Current Services	<u>18,877,280</u>	<u>20,177,069</u>	<u>(2,712,300)</u>	<u>-</u>	<u>17,464,769</u>
Total Revenue	18,877,280	20,177,069	(2,712,300)	-	17,464,769
Revenue Over/(Under) Exp.	(3,446,210)	-	(3,524,288)	-	(3,524,288)
<u>Fixed Asset Expense</u>					
Equipment	1,359,532	2,143,225	-	-	2,143,225
Equip/Lease Purchase	<u>1,054,729</u>	<u>736,036</u>	<u>-</u>	<u>-</u>	<u>736,036</u>
Total Fixed Assets	2,414,261	2,879,261	-	-	2,879,261
Budgeted Staffing		154.4	-	-	154.4

1-6-16

GROUP: Administrative/Executive
DEPARTMENT: Information Services - Computer Operations
FUND: Internal Services IAJ ALL

FUNCTION: General
ACTIVITY: Computer Operations

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	(Adjusted)	Restoration	Budget
<u>Appropriation</u>							
Salaries and Benefits	10,410,457	(1,122,385)	9,288,072	(255,199)	9,032,873	-	9,032,873
Services and Supplies	10,439,585	(68,184)	10,371,401	-	10,371,401	-	10,371,401
Other Charges	<u>36,446</u>	<u>(8,151)</u>	<u>28,295</u>	<u>-</u>	<u>28,295</u>	<u>-</u>	<u>28,295</u>
Total Exp. Authority	20,886,488	(1,198,720)	19,687,768	(255,199)	19,432,569	-	19,432,569
Reimbursements	(856,920)	22,863	(834,057)	-	(834,057)	-	(834,057)
Depreciation	<u>959,489</u>	<u>129,989</u>	<u>1,089,478</u>	<u>-</u>	<u>1,089,478</u>	<u>-</u>	<u>1,089,478</u>
Total Appropriation	20,989,057	(1,045,868)	19,943,189	(255,199)	19,687,990	-	19,687,990
<u>Revenue</u>							
Current Services	17,464,769	(1,483,640)	15,981,129	(255,199)	15,725,930	-	15,725,930
Total Revenue	17,464,769	(1,483,640)	15,981,129	(255,199)	15,725,930	-	15,725,930
Revenue Over/(Under) Exp.	(3,524,288)	(437,772)	(3,962,060)	-	(3,962,060)		(3,962,060)
<u>Fixed Asset Expense</u>							
Equipment	2,143,225	(912,643)	1,230,582	-	1,230,582	-	1,230,582
Equip/Lease Purchase	736,036	(444,572)	291,464	-	291,464	-	291,464
Total Fixed Assets	2,879,261	(1,357,215)	1,522,046	-	1,522,046	-	1,522,046
Budgeted Staffing	154.4	(24.5)	129.9	(5.0)	124.9	-	124.9

INFORMATION SERVICES

	Base Year Adjustments
Salaries and Benefits	279,278 MOU.
	518,511 Retirement.
	14,199 Risk Management Works Comp.
	<u>811,988</u>
Total Base Year Operating Expense	<u>811,988</u>
Current Services	<u>(2,712,300)</u> Decrease in CPU and Infrastructure rates for 2003-04.
Total Base Year Revenue	<u>(2,712,300)</u>
Total Base Year Revenue Over/(Under)	<u>(3,524,288)</u>

Service rates for CPU and Infrastructure services were decreased to return \$2,712,300 in retained earning to users of this fund. Base Year increases in MOU, Retirement and Worker Comp cost totaling \$811,988 were absorbed without any offsetting rate increases.

	Recommended Program Funded Adjustments
Salaries and Benefits	<u>(1,122,385)</u> Decreased to reflect deletion of 25.0 positions and increased overtime usage of 0.5 positions.
Services and Supplies	
Computer Software Expense	(286,772) Decreased for cost savings purposes and reduced users projected requirement.
Inventoriable Equipment	(447,256) Decrease for cost saving purposes and projected user needs.
Training	(171,469) Decreased for cost savings purposes.
COWCAP	(110,592) Decreased allocation per approved plan.
Distributed Dp Equipment	(300,331) Decreased to user projected needs and cost savings purposes.
Purchase of Material	256,934 Increased cost for paper, tape, and other computer supplies.
Insurance & Other General Svcs	221,592 Increased cost for insurance and other business related expenses.
Transfers	(32,278) GASB 34 Accounting Change (EHAP).
Rents & Leases-Equipment	(203,660) Decreased reflecting lease to purchase conversion and reduced projection by ISF users.
Application Development Svcs	567,876 Increased to reflect current cost of maintaining internal business systems, GIS parcel basemap support and to establish a Quality Assurance function.
	<u>437,772</u> GIS parcel base map project
	<u>(68,184)</u>
Other Charges	<u>(8,151)</u> Reduced interest on fully paid loans.
Total Exp Authority	<u>(1,198,720)</u>
Reimbursements	(9,415) Decrease in projected reimbursements of internal administrative cost allocation among ISD operating divisions.
	<u>32,278</u> GASB 34 Accounting Change (EHAP).
	<u>22,863</u>
Depreciation	<u>129,989</u> Depreciation expense for full year of new purchases.
Total Operating Expense	<u>(1,045,868)</u>
Revenue	<u>(1,483,640)</u> Decreased to reflect projected reduction in service revenues.
Revenue Over/(Under) Exp	<u>437,772</u>
Fixed Asset Expense	
Equipment	<u>(912,643)</u> Decrease to reflect current need for capital equipment.
Equip Lease-Purchase	<u>(444,572)</u> Reduced principal payment portion for fully paid loans.
Total Fixed Asset	<u>(1,357,215)</u>

INFORMATION SERVICES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Rev. Over (Under)</u>
Vacant Budgeted Not In Recruitment - Delete	5	255,199	255,199	255,199	-
Vacant Budgeted in Recruitment - Remain	-	-	-	-	-
Total Vacant	5	255,199	255,199	255,199	-
Recommended Resoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact IAJ ALL Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Rev. Over (Under)</u>
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
<u>Vacant Budgeted Not in Recruitment</u>					
Computer Operations Specialist	75690	(1.0)	(50,586)	(50,586)	-
Computer Operations Supervisor	1114	(1.0)	(55,147)	(55,147)	-
Fiscal Clerk II	3342	(1.0)	(17,893)	(17,893)	-
Systems Support Supervisor	74159	(1.0)	(86,138)	(86,138)	-
Accounting Technician	71771	(1.0)	(45,435)	(45,435)	-
Total Slated for Deletion		(5.0)	(255,199)	(255,199)	-
<u>Vacant Budgeted In Recruitment - Retain</u>					
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

INFORMATION SERVICES

BUDGET UNIT: NETWORK SERVICES (IAM ALL)

I. GENERAL PROGRAM STATEMENT

Information Services' Network Services Division provides countywide telephone, microwave and radio services and the operation of related hardware, software and communications facilities, including a network of microwave sites.

The Network Services budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	19,517,107	20,172,114	19,335,069	17,499,757
Total Revenue	19,794,354	18,172,114	18,172,114	17,499,757
Revenue Over/(Under) Expense	277,247	(2,000,000)	(1,162,955)	-
Budgeted Staffing		110.1		102.2
Fixed Assets	2,348,654	2,585,785	2,167,783	2,491,319
Unrestricted Net Assets Available at Yr End	3,864,562		2,650,950	

Workload Indicators

Service Calls	22,567	26,000	26,000	21,500
Radios	8,845	9,424	9,424	9,200
Telephone	19,646	19,000	19,000	19,500
Circuits	1,582	1,582	1,582	1,237

In 2002-03 operating expenses are estimated to be under budget by \$837,045 as a result of cost reduction measures implemented in anticipation of reduced revenue caused by state budget cuts and the county's purchasing and hiring freeze. In 2002-03 revenue is projected to meet budget. The \$1,162,955 expense over revenue results from the approved \$2.0 million one-time funding of the Geographical Information System (GIS) project from the use of unrestricted net assets in this fund.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall budgeted staffing decreased by 7.9 positions. This resulted from a combination of adding and deleting positions of various classifications to adjust for workload changes.

Sixteen positions were deleted, which included 2.0 Clerk II; 9.0 Communications Technician II; 1.0 Network Control Specialist; 2.0 Electronic Drafting Technician; 1.0 Multimedia Coordinator; and 1.0 Telephone Service Specialist.

Usage of overtime equivalent to 5.1 budgeted staffing (0.3 Help Desk Technician; 0.8 Communications Installer; 0.5 800 MHz Analyst; 2.7 Communications Technician I, II, III; and 0.8 Supervising Communications Technician) is increased to meet current workload; 2.0 Communications Technician III are added to provide senior field service skills that require independent judgment; and 1.0 Network Services Supervisor is added to provide supervision of the Network Control area.

INFORMATION SERVICES

PROGRAM CHANGES

These increases are more than offset by \$1,952,895 in reduced expenses. This reduction comes mostly from reduced outside communication services and electronic parts that include data/voice circuits, network trunking, intra/inter state connectivity for calls off the county's microwave network and other communication services needed to manage the county's 19,500 user telephone system. Budgeted costs for these areas were increased in 2002-03 to support projected growth in new county facilities and system upgrades. This growth did not occur as expected and outside communication services and parts cost budget have been reduced to reflect recent expense trends and requirements.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 10.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	9.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>1.0</u>	Retain
Total Vacant	10.0	

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive Group
DEPARTMENT: Information Services - Network Services
FUND: Internal Services IAM ALL

FUNCTION: General
ACTIVITY: Tele., Microwv., Radio

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	6,258,935	7,095,980	666,644	-	7,762,624
Services and Supplies	11,196,219	11,204,153	(2,000,000)	-	9,204,153
Central Computer	17,050	9,116	-	-	9,116
Other Charges	67,208	67,208	-	-	67,208
Transfers	468,571	468,571	-	-	468,571
Total Appropriation	18,007,983	18,845,028	(1,333,356)	-	17,511,672
Depreciation	<u>1,327,086</u>	<u>1,327,086</u>	<u>-</u>	<u>-</u>	<u>1,327,086</u>
Total Operating Expense	19,335,069	20,172,114	(1,333,356)	-	18,838,758
<u>Revenue</u>					
Use of Money & Property	1,500	1,500	-	-	1,500
Current Services	<u>18,170,614</u>	<u>18,170,614</u>	<u>(1,287,000)</u>	<u>-</u>	<u>16,883,614</u>
Total Revenue	18,172,114	18,172,114	(1,287,000)	-	16,885,114
Rev Over/(Under) Exp.	(1,162,955)	(2,000,000)	46,356	-	(1,953,644)
<u>Fixed Asset Exp.</u>					
Equipment	1,750,000	1,750,000	-	-	1,750,000
Equip/Lease Purchase	<u>835,785</u>	<u>835,785</u>	<u>-</u>	<u>-</u>	<u>835,785</u>
Total Fixed Assets	2,585,785	2,585,785	-	-	2,585,785
Budgeted Staffing		110.1	-	-	110.1

GROUP: Administrative/Executive Group
DEPARTMENT: Information Services - Network Services
FUND: Internal Service IAM ALL

FUNCTION: General
ACTIVITY: Tele., Microwv., Radio

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	7,762,624	(61,723)	7,700,901	(654,423)	7,046,478	-	7,046,478
Services and Supplies	9,204,153	(1,342,895)	7,861,258	-	7,861,258	-	7,861,258
Central Computer	9,116	26,402	35,518	-	35,518	-	35,518
Other Charges	67,208	(13,494)	53,714	-	53,714	-	53,714
Transfers	<u>468,571</u>	<u>16,346</u>	<u>484,917</u>	<u>-</u>	<u>484,917</u>	<u>-</u>	<u>484,917</u>
Total Appropriation	17,511,672	(1,375,364)	16,136,308	(654,423)	15,481,885	-	15,481,885
Depreciation	<u>1,327,086</u>	<u>36,363</u>	<u>1,363,449</u>	<u>-</u>	<u>1,363,449</u>	<u>-</u>	<u>1,363,449</u>
Total Operating Expense	18,838,758	(1,339,001)	17,499,757	(654,423)	16,845,334	-	16,845,334
<u>Revenue</u>							
Use of Money & Property	1,500	(1,000)	500	-	500	-	500
Current Services	<u>16,883,614</u>	<u>615,643</u>	<u>17,499,257</u>	<u>(654,423)</u>	<u>16,844,834</u>	<u>-</u>	<u>16,844,834</u>
Total Revenue	16,885,114	614,643	17,499,757	(654,423)	16,845,334	-	16,845,334
Rev Over/(Under) Exp.	(1,953,644)	1,953,644	-	-	-	-	-
<u>Fixed Asset Exp.</u>							
Equipmnet	1,750,000	(150,000)	1,600,000	-	1,600,000	-	1,600,000
Equip/Lease Purchase	<u>835,785</u>	<u>55,534</u>	<u>891,319</u>	<u>-</u>	<u>891,319</u>	<u>-</u>	<u>891,319</u>
Total Fixed Assets	2,585,785	(94,466)	2,491,319	-	2,491,319	-	2,491,319
Budgeted Staffing	110.1	(7.9)	102.2	(9.0)	93.2	-	93.2

INFORMATION SERVICES

Base Year Adjustments

Salaries and Benefits	<u>666,644</u>	Increased due to MOU, Retirement and Workers Comp Adjustments.
Services and Supplies	<u>(2,000,000)</u>	One-time funding for GIS parcel base map project transferred to IAJ.
Total Operating Expense	<u>(1,333,356)</u>	
Total Revenue	<u>(1,287,000)</u>	Decrease to reflect reduced telephone rate from \$32.50 to \$27.00.
Revenue Over/(Under) Exp	<u>46,356</u>	

The Telephone rate will decrease from \$32.50 to \$27.00 effective with the beginning of the new fiscal year. This rate reduction is achievable from the completion of the multi-year telephone network switch infrastructure upgrade program, which resulted in lower operating cost. Project cost associated with the completion of upgrading the telephone systems were deleted resulting in a rate decrease for telephones and annual cost savings of approximately \$1,287,000 to phone users.

Base Year increases of \$666,644 for MOU salary and benefit, Retirement and Workers Comp cost increases were absorbed without any offsetting rate change.

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(61,723)</u>	Decrease reflecting deletion of positions, increase overtime usage and step advances and addition of supervisor position.
Services and Supplies	<u>(1,902,895)</u>	Decrease cost of outside phone company services and supplies to show cost reduction efforts and to adjust to workload changes.
	<u>579,088</u>	Increase long distance usage by county departments.
	<u>(19,088)</u>	GASB 34 Accounting Change (EHAP).
	<u>(1,342,895)</u>	
Central Computer	<u>26,402</u>	Increase usage of Central Computer Operations ISF services.
Other Charges	<u>(13,494)</u>	Decrease interest charges on fully paid lease-purchase loans.
Transfers In/Out	<u>(2,742)</u>	Decrease reflect's a new accounting method for EHAP and cost increases in allocated admin cost.
	<u>19,088</u>	GASB 34 Accounting Change (EHAP).
	<u>16,346</u>	
Depreciation	<u>36,363</u>	Increase to reflect full year depreciation of new fixed asset purchases.
Total Operating Expense	<u>(1,339,001)</u>	Cost reduction to stay within projected revenues.
Use of Money and Property	<u>(1,000)</u>	
Current Services	<u>615,643</u>	Increase due to projected higher long distance usage and service contracts.
Total Revenue	<u>614,643</u>	
Revenue Over/(Under) Exp	<u>1,953,644</u>	
Fixed Asset Expense		
Equipment	<u>(150,000)</u>	Decrease as part of the cost reduction plan.
Equipment lease-Purchase	<u>55,534</u>	Increase principal for new lease-purchase loans of proposed lease purchase of telephone systems.
Total Fixed Assets	<u>(94,466)</u>	

INFORMATION SERVICES

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over (Under)
Vacant Budgeted Not In Recruitment - Delete	9	9.0	654,423	654,423	-
Vacant Budgeted in Recruitment - Retain	1	1.0	42,173	42,173	-
Total Vacant	10	10.0	696,596	696,596	-
Recommended Resoration of Vacant Deleted		-	-	-	-

Vacant Position Impact IAM ALL Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over (Under)
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
<u>Vacant Budgeted Not in Recruitment</u>					
Communications Tech II	00000821	(1.0)	(58,922)	(58,922)	-
Communications Tech II	00000817	(1.0)	(58,922)	(58,922)	-
Communications Tech III	00074091	(1.0)	(62,911)	(62,911)	-
Communications Tech III	00074090	(1.0)	(69,051)	(69,051)	-
Supvg Comm Technician	00074085	(1.0)	(94,494)	(94,494)	-
DeputyChief of NetworkServices	00012714	(1.0)	(101,425)	(101,425)	-
Network Control Specialist	00012720	(1.0)	(66,462)	(66,462)	-
Network Control Supervisor	00012717	(1.0)	(73,489)	(73,489)	-
Supvg Comm Technician	00013870	(1.0)	(68,747)	(68,747)	-
Total Slated for Deletion		(9.0)	(654,423)	(654,423)	-
<u>Vacant Budgeted In Recruitment - Retain</u>					
Equipment Parts Specialist I	9914	1.0	42,173	42,173	-
Total in Recruitment Retain		1.0	42,173	42,173	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

OVERVIEW OF BUDGET

DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION
BUDGET UNIT: AAA LAF

I. GENERAL PROGRAM STATEMENT

The Local Agency Formation Commission (LAFCO) is an independent regulatory body charged with the responsibility for the discouragement of urban sprawl and the encouragement of orderly formation and development of local agencies. In meeting these responsibilities the Commission 1) regulates proposed boundary changes for cities and special districts within the County of San Bernardino; 2) determines the spheres of influence for local agencies within San Bernardino County and conducts related municipal service reviews; 3) regulates the formation and dissolution of cities and special districts; and 4) reviews contracts for the provision of services outside the boundaries of cities and special districts. In addition to those authorities, LAFCO has the authority to initiate and make studies of existing government agencies and initiate proposals for consolidations, mergers, or dissolution of special districts based upon the findings of its special studies. Costs in this budget represent the county's legally mandated contribution to LAFCO's operating expense. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	158,189	161,353	170,000	173,400
Local Cost	158,189	161,353	170,000	173,400

Total cost for 2002-03 is expected to exceed the amount budgeted by \$8,647 because LAFCO adopted its final budget for 2002-03 after the county financing was established. The mandated county share is one-third of the LAFCO operating cost that is not reimbursed by fees and other revenue.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: Local Agency Formation Commission
 FUND: General AAA LAF

FUNCTION: Public Protection
 ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	170,000	161,353	12,047	-	173,400
Total Appropriation	170,000	161,353	12,047	-	173,400
Local Cost	170,000	161,353	12,047	-	173,400

GROUP: Administrative/Executive
DEPARTMENT: Local Agency Formation Commission
FUND: General AAA LAF

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	173,400	-	173,400	-	173,400	-	173,400
Total Appropriation	173,400	-	173,400	-	173,400	-	173,400
Local Cost	173,400	-	173,400	-	173,400	-	173,400

Base Year Adjustments

Other Charges	12,047	Anticipated increase in county's legally mandated contribution.
Total Appropriation	12,047	
Local Cost	12,047	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY SCHOOLS
SUPERINTENDENT: HERB FISCHER
BUDGET UNIT: AAA SCL

I. GENERAL PROGRAM STATEMENT

Beginning in 2003-04, this budget unit represents the county's total legal and contractual obligations to contribute to the costs of the County Superintendent of Schools and School Claims. Prior to 2003-04, this budget unit was only School Claims.

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for 33 school districts and 2 regional occupational programs and provides ancillary services to five community college districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to 380,830 K through 12 students and approximately 37,000 community college students in accordance with the education code, as well as services which include alternative education, special education, and curriculum and instruction.

The function of the School Claims Division is to perform warrant production, control, and accounting to include a prepayment examination and audit of the expenditures from the funds of the school districts, community college districts, regional occupational programs in the county, and from the County School Service Fund of the County Superintendent of Schools. This involves the audit of all payrolls and accounts payable to include contracts and expenses for supplies, materials, services, and equipment. The Division performs all audits and approval functions required of the County Auditor/Controller and County Superintendent of Schools, and is jointly responsible to those elected officials.

There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,174,581	1,186,804	1,186,804	2,850,040
Local Cost	1,174,581	1,186,804	1,186,804	2,850,040

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The county's obligation to fund schools was previously recorded in several other county budget units; the Superintendent of Schools, Real Estate Services, and Facilities Management. Beginning this year, all expenditures are contained in this single budget unit. Local cost has been transferred accordingly.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: County Schools
 FUND: General AAA SCL

FUNCTION: Education
 ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	1,186,804	1,186,804	35,604	-	1,222,408
Transfers	-	-	-	-	-
Total Appropriation	1,186,804	1,186,804	35,604	-	1,222,408
Local Cost	1,186,804	1,186,804	35,604	-	1,222,408

GROUP: Administrative/Executive
DEPARTMENT: County Schools
FUND: General AAA SCL

FUNCTION: Education
ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	1,222,408	1,161,584	2,383,992	-	2,383,992	-	2,383,992
Transfers	-	<u>466,048</u>	<u>466,048</u>	-	<u>466,048</u>	-	<u>466,048</u>
Total Appropriation	1,222,408	1,627,632	2,850,040	-	2,850,040	-	2,850,040
Local Cost	1,222,408	1,627,632	2,850,040	-	2,850,040	-	2,850,040

Base Year Adjustments

Services and Supplies	<u>35,604</u>	Contract obligation for increased schools' employee costs.
Total Appropriation	<u>35,604</u>	
Local Cost	<u>35,604</u>	

Recommended Program Funded Adjustments

Services and Supplies	282,224	Cost transferred from Superintendent of Schools budget unit (AAA SCS).
	464,360	Cost transferred from Real Estate Services for rents and leases.
	<u>415,000</u>	Cost transferred from utilities budget for ISD telephone services charges.
	<u>1,161,584</u>	
Transfers	<u>466,048</u>	Reimbursement to Facilities Management for utilities.
Total Appropriation	<u>1,627,632</u>	
Local Cost	<u>1,627,632</u>	

OVERVIEW OF BUDGET

DEPARTMENT: SUPERINTENDENT OF SCHOOLS
SUPERINTENDENT: HERB FISCHER
BUDGET UNIT: AAA SCS

I. GENERAL PROGRAM STATEMENT

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for the school districts and two regional occupational programs and provides ancillary services to five community college districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to 380,830 K through 12 students and approximately 37,000 community college students in accordance with the education code, as well as services which include alternative education, special education, and curriculum and instruction. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	290,356	282,224	282,224	-
Local Cost	290,356	282,224	282,224	-

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The county's obligation to fund schools was previously recorded in several budget units. Beginning in 2003-04, this budget unit is being closed out and added into the former School Claims budget unit (AAA SCL) in order to reflect the total county obligation for funding schools in a single budget unit.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
 DEPARTMENT: Superintendent of Schools
 FUND: General AAA SCS

FUNCTION: Education
 ACTIVITY: School Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	282,224	282,224	-	-	282,224
Total Appropriation	282,224	282,224	-	-	282,224
Local Cost	282,224	282,224	-	-	282,224

GROUP: Administrative/Executive
DEPARTMENT: Superintendent of Schools
FUND: General AAA SCS

FUNCTION: Education
ACTIVITY: School Administration

SUPERINTENDENT OF SCHOOLS

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Services and Supplies	282,224	(282,224)	-	-	-	-	-
Total Appropriation	282,224	(282,224)	-	-	-	-	-
Local Cost	282,224	(282,224)	-	-	-	-	-

Recommended Program Funding Adjustments

Services and Supplies	<u>(282,224)</u>	Transfer cost to consolidated County Schools budget unit (AAA SCL).
Total Appropriation	<u>(282,224)</u>	
Local Cost	<u>(282,224)</u>	